

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** CVES Tutor

**Report To:** JOM Manager

**Department:** JOM

**Job Vacancy:** YAN-23-060

**Status:** Full-Time; Non-Exempt

**Starting Wage:** \$15.00 per hour

**Opening Date:** 7/31/2023

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The JOM Tutor is responsible for providing academic instruction to eligible JOM elementary students, who may require more individualized or small-group assistance in order to fulfill the state-established educational requirements.

### **QUALIFICATIONS:**

- Minimum two (2) years of previous teaching or tutoring experience.
- Tutor should have the full spectrum of knowledge in Math, Language Arts, and other academic subjects relevant to meeting the State's minimum educational requirements for elementary students.
- Ability to obtain and maintain a CPR/First Aid certificate.
- Must have a valid Arizona Driver's License and be insurable under the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Ability to obtain a State of Arizona Department of Public Safety-Level One Fingerprint Clearance Card per school requirements.

### **DUTIES AND RESPONSIBILITIES:**

- Develop and maintain a strong and cooperative work relationship with teachers and school staff to determine specific areas in which the student may need extra assistance in achieving their academic requirements.
- Develop and maintain a good line of communication with the students to assist in the academic achievement process.
- Develop and maintain a good line of communication with the parents. Informing them of their child's progress and assisting them in ways in which they may also assist their child with his/her studies.
- Work in specified designated areas, other than the student's home, for the purpose of providing tutorial services for eligible JOM students.
- Attend, upon request, appropriate meetings that will keep key people informed as to the progress of the tutoring component of the JOM student.
- Provide the JOM Manager with a written narrative every 6 weeks naming the students who they servicing and utilizing the JOM tutoring program.
- Report immediately to the JOM Manager of an attendance issue or concern for a student, so proper steps can be taken.

- Coordinate with the JOM Manager on an incentive program for students who are receiving good grades, attendance, and any extracurricular activities.
- Attend, when possible, workshops, seminars, or other appropriate job-related training that will enhance the abilities and effectiveness of the tutor and the services they provide.
- Other duties as assigned by JOM Manager.

### **Physical Requirements**

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and your ability to adjust focus. The noise level in the environment is typical of an office setting; while some activities may be a little louder. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**