

## JOB OPENING ANNOUNCEMENT

**Job Title:** JOM Tutor (CVMS)

**Reports to:** JOM Manager

**Department:** JOM

**Job Vacancy:** YAN-23-063

**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 students, who may require more individualized assistance in order to fulfill the State's established educational requirements.

### **QUALIFICATIONS:**

- Minimum two (2) years of previous teaching or tutoring experience.
- Tutor should have a full spectrum of knowledge in Math, English, and other academic subjects relevant to meeting the State's minimum educational requirements for elementary students.
- **Must possess a valid Arizona Driver's License and be insurable with the Nation's insurance carrier and sustain insurability throughout the duration of employment.**

### **DUTIES AND RESPONSIBILITIES:**

- Develop a strong and cooperative work relationship with teachers to determine specific areas in which the student may need extra assistance in achieving their academic requirements.
- Keep a good line of communication open with parents. Informing them of their child's progress, and assisting them in ways in which they may also help their child with his/her studies.
- Work in a specified designated area, 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 students.
- Provide the JOM Manager with a written monthly report naming students who are utilizing the JOM tutoring program.
- 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.
- Plan a quarterly incentive program for students who are receiving good grades and attendance in school.

**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**

