

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Tutor

**Report To:** JOM Manager

**Department:** JOM

**Job Vacancy:** YAN-26-15

**Status:** Full-Time (32 hours)

**Starting Wage:** \$16.00 per hour

**Opening Date:** 01-20-26

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

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

### **QUALIFICATIONS:**

- Minimum two (2) years previous teaching or tutoring experience.
- Tutor should have full experience of knowledge in math such as: algebra and geometry; English, Science, Social Studies and other academic subjects relevant to meeting the State's minimum educational requirements for students to promote to the next grade level.
- Ability to be granted a Fingerprint Clearance Card per school and the State of Arizona requirements.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy 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.
- Maintain a good line of communication open with parents. Informing them of their child's progress, and assist them in ways in which they may also help their child with his/her studies.
- Maintain a good line of communication open with students to assist in their academic achievement.
- 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, any workshops, seminars, or other appropriate job-related trainings that will enhance the abilities and effectiveness of the tutor and the services they provide.
- Plan and budget an incentive program for students who are receiving good grades and attendance in school to present to JOM Manager for cost and feasibility before the yearly budget meetings.

- Maintain a good line of communication with other JOM staff to collaborate on ideas to improve the program and better serve the JOM students.
- Be able to provide educational service to JOM students at Camp Verde Unified School District, Clarkdale-Jerome School and other schools in the Verde Valley area on a weekly basis.
- Other duties as assigned.

### **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 ability to adjust focus. The noise level in the environment is typical of an office setting. 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.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**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**