



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT JOB TITLE: K-12 LNS TUTOR

OPEN: February 2, 2021

EXEMPT: No

SALARY: \$18.00 per hour

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Temporary

CLOSES: Until Filled

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: K-12 Principal

VACANCIES: 15

JOB SUMMARY: MS/HS Tutor is responsible for providing front line support to their K-6 students. Working as a teaching professional, being reliable, and providing curricular support consistently across their student caseload.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Make contact with teachers and Para Professionals daily to better understand course content and assignment requirements.
2. Answer and assist with student questions related to course content.
3. Make sure student has completed assignment(s) by end of tutoring session.
4. Reply to emails and messages from students, peers, and school administrators.
5. Assess student performance and progress by keeping accurate and thorough data.
6. Reporting student progress data to teachers and administrative staff.
7. Maintain required records. This includes logging all contact with students and parents into NASIS and other data bases as needed.
8. Track attendance of students in caseload, recognizing good/improved attendance, and providing intervention when needed.
9. Establish positive relationships with teachers, students and families
10. Must follow all health and safety guidelines put in place by Lummi Public Health Team and school district.
11. Attend staff meeting and grade level meetings.
12. Other job duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older
- High School Diploma/GED
- College student *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Take training provided and/or required by LNS and pass the training program.
- Knowledge in computer software programs such as Zoom, Microsoft Teams, Schoology and other similar programs, or willing to learn above programs.
- Basic ability and knowledge of math, reading and vocabulary
- Must have ability to reinforce study skills
- Ability to communicate with students verbally and visually
- Ability to communicate with fellow staff members effectively and professionally
- Must have good attendance
- Must be dependable and reliable once assigned to student caseload.
- Demonstrate good working habits and ability.
- Be a positive role model to all students
- Must maintain strict confidentiality at all times concerning workplace and of each student.
- Be respectful and sensitive to the values and culture of the Lummi Community.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Have an appreciation for the cultural heritage of Native Americans is highly desired.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.