



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: JOM After School Elementary Tutor
Johnson-O'Malley (JOM)

OPEN: August 12, 2022

EXEMPT: No

SALARY: \$15 per hour

SHIFT: 2 hrs./day Mon.-Thu. During School Year

LOCATION: JOM

DURATION: Temp/On-Call

CLOSES: August 19, 2022

JOB CODE:

DIVISION: Education

DEPARTMENT: JOM

SUPERVISOR: Tutor Coordinator

VACANCIES: 7

JOB SUMMARY: Under the supervision of the JOM Tutor Coordinator shall tutor elementary students One to One or in a small group as assigned to help students gain a better understanding of their lesson.

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

1. Contact teachers to get work assignments as needed.
2. Contact parents in writing, describing what they are working on with their child.
3. Make sure student has completed homework by end of tutoring session.
4. Let Parent Coordinator/Site Supervisor know in advance if they will be late or missing a tutoring session.
5. Provide an environment that enhances learning through good classroom management.
6. Stay with students until they are on the Activity Bus.

MINIMUM QUALIFICATIONS:

- Must be a high school or college student.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Take training provided by JOM & District Staff
- Basic ability and knowledge of math, reading and vocabulary
- Must be dependable and reliable once assigned to a student.
- Must be passing all of your classes, or be working with your teachers to improve your grades
- 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.

- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.