



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 Tutor Middle & High School
Johnson-O'Malley (JOM)

OPEN: August 12, 2022

EXEMPT: No

SALARY: \$15.00/hr.

SHIFT: 3 hours/Day Mon-Thurs during School Year

LOCATION: JOM Site

DURATION: Temporary

CLOSES: August 19, 2022

JOB CODE:

DIVISION: Education

DEPARTMENT: Johnson-O'Malley

SUPERVISOR: Tutor Coordinator

VACANCIES: 2

JOB SUMMARY: Under the supervision of the JOM Administration and Tutor Coordinator shall Tutor Middle and High School students One to One or in a small group as assigned to help student better understand their Lesson.

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

1. Make contact with 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. Contact JOM Office in advance if they will be late or missing a tutoring session.
5. Provide an environment that enhances learning through good classroom management.
6. Clean up tutoring area
7. Get children off the bus.
8. Other job duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be a 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.
- Demonstrate good working habits and ability.
- Lummi/Native American/Veteran preference policy applies but college students able to tutor and work with Middle and High School students.
- 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 successful and extensive criminal background check, CAMIS background 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.