



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: Lummi Nation Johnson O'Malley Lead Tutor

OPEN: October 2, 2023

EXEMPT: No

SALARY: LNS Salary Scale DOE

SHIFT: Day

LOCATION: JOM Department

DURATION: Regular Part Time (10 month Employee)

CLOSES: October 16, 2023

JOB CODE:

DIVISION: Education

DEPARTMENT: Johnson O'Malley

SUPERVISOR: Program Coordinator

VACANCIES: 1

JOB SUMMARY: Lead Tutor is responsible for providing front line support to their JOM tutoring students. Working as a teaching professional, being reliable, and providing curricular support consistently across the student caseload.

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

1. Make contact tutors daily to better understand course content and assignment requirements.
2. Acting as lead tutor to the other tutors and will be responsible in supervising them.
3. Answer and assist with student questions related to course content.
4. Collaborate with Program Coordinator and school officials to align tutoring materials with approved curriculum.
5. Plan tutoring celebration events with Program Coordinator
6. Keep track of and organize tutoring site materials, equipment, and supplies.
7. Make sure the student has completed assignment(s) by the end of tutoring session.
8. Reply to emails and messages from students, peers, and school administrators.
9. Assess student performance and progress by keeping accurate and thorough data.
10. Reporting student progress data to teachers and administrative staff.
11. Maintain required records. This includes logging all contact with students and parents and other databases as needed.
12. Track attendance of students in caseload, recognizing good/poor/improved attendance, and providing intervention when needed.
13. Establish positive relationships with teachers, students, and families.
14. Attend staff meeting and monthly parent meetings.
15. Other job duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must be 18 years of age or older.
- College student *preferred*.
- Proof of U.S. Citizenship

KNOWLEDGE, ABILITIES AND SKILLS:

- 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.
- Must be able to work independently with time management.
- Must be able to work with children of all ages.
- Demonstrate good working habits and ability.
- Be a positive role model to all students.
- Must always maintain strict confidentiality concerning the 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.