



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

OPEN: October 2, 2023

EXEMPT: No

SALARY: LNS Salary Scale DOE

SHIFT: 3hrs/Day Mon-Thus

LOCATION: JOM Site

DURATION: Special Projects 23/24 School Year

CLOSES: October 16, 2023

JOB CODE:

DIVISION: Education

DEPARTMENT: Johnson O'Malley

SUPERVISOR: JOM Program Coordinator

VACANCIES: 4

JOB SUMMARY: Provide academic support to elementary students in one-on-one or group settings.

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

1. Ability to engage students in their academic activities.
2. Provide educational support in both one-on-one and group settings.
3. Ability to communicate with students, parents, and JOM Staff regarding student needs, concerns, and achievements.
4. Provide quality support to all students in the JOM tutoring program.
5. Monitor students during indoor and outdoor activities during tutoring.
6. Maintain a detailed log of daily activities with students.

MINIMUM QUALIFICATIONS:

- High School Students in good academic standing.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Participate in training provided by JOM and district staff.
- Basic knowledge of math, reading, and writing.
- Must be dependable and reliable.
- Demonstrate good working habits and ability.
- Be a positive role model.
- Ability to multi-task and work under pressure.
- Be respectful and sensitive to the values, traditions, and culture of the Lummi Community.
- Must maintain the STRICTEST CONFIDENTIALITY of caseloads.

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.