

Job Opening

Position Description
ACADEMIC TUTOR
Johnson O'Malley Program/Title XIV

Posting Date: September 14, 2018
Closing Date: September 28, 2018
Salary: Based on Experience
Location: Hayward High School
Hours: Monday-Friday, 8:00 a.m.-3:45 p.m.

Duties and Responsibilities:

The JOM Tutor will be responsible for the following:

- Maintain a data base of Native American math students and JOM contacts.
- Contact high school math and science teachers of Native American students to offer tutoring services.
- Comply with Hayward High School student management policies.
- Provide Native American and other high school students remedial assistance with basic skills in math and science.
- Report quarterly to the high school principal using a student contact log.
- Comply with all Johnson O'Malley Grant Program requirements.
- Assist with Native American Indian activities through out the school year.
- Must be willing to attend parent-teacher conferences and workshops as requested.
- Participate in in-service programs and prepare various reports and grant information for the Parent Advisory Committee (PAC).
- Must be willing to obtain formal training in the district program.

- Assist the teacher in devising special strategies for reinforcing materials or skills based on a sympathetic understanding of individual students, their needs, interests and abilities.
- Collaborates with instructional staff in devising special strategies for reinforcing concepts or skills.
- Communicates to instructional staff about specific needs of each student.
- Guides independent study, enrichment work, and remedial work assigned by the classroom teacher.
- Supervise other classroom assignments and assessments assigned by the teacher.
- Observe classroom instruction as directed by the principal.
- Meet as directed by the principal with the Middle School JOM Tutor.

Qualifications:

- Mature adult; Tribal Preference applies.
- High School Diploma or equivalent.
- Preference will be given for at least two (2) years college experience and/or associate degree.
- Experience working effectively with Native American students with academic difficulties.
- Knowledge of math and science preferably up to Algebra II or Intermediate Algebra, and Biology, or Chemistry.
- Familiar with school curriculum with the ability to provide assistance in several academic subjects.
- Must be able to pass a background check(s).
- Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

Application Procedure:

Submit a completed LCO Employment Application, letter of interest, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should indicate personal information related to position for which applicant is applying, education, experience, professional, and/or community involvement and availability. Preliminary background check(s) will be conducted upon receipt of application. **Tribal member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment, to:**

**Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394 W Trepania Road
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.

