



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

Job Announcement

Elementary School STUDENT TUTOR Johnson O'Malley Program/Title XIV

Posting Date: January 31, 2025
Closing Date: Open Until Filled
Salary: \$10/hr
Location: Hayward Elementary School

Duties and Responsibilities:

The JOM Student Tutor will be responsible for the following:

- Maintain a data base of Native American math students and JOM contracts.
- Comply with Hayward Elementary School student management policies.
- Provide Native American students remedial assistance with basic skills in math and science.
- Comply with all Johnson O'Malley Grant Program requirements.
- Assist with Native American activities throughout the school year when available.
- Must be willing to attend workshops as requested.
- Participate in and prepare various reports and grant information to Johnson O'Malley Coordinator.
- 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.

**LCO Tribal Government
Human Resource Dept
JOM Student Tutor**

- Supervise other classroom assignments and assessments assigned by the teacher.
- Observe classroom instruction as directed by the teacher assigned to.
- Meet as directed with the Middle School JOM Coordinator.

Qualifications:

- Mature High School Student, Tribal Preference applies.
- Must be working toward high school diploma.
- Preference will be given to students with GPA of 3.2 or higher with an interest in pursuing further education in teaching early childhood development or other professions working with children.
- Must be able to work effectively with Native American students with academic difficulties.
- Knowledge of math and science.
- Familiar with school curriculum with the ability to provide assistance in several academic subjects.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

Application Procedure & Requirements:

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

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