

FLAGSTAFF BORDERTOWN DORMITORY

POSITION DESCRIPTION

TITLE: Learning Assistant Tutor

EMPLOYMENT: 10 Months Part-Time FLSA Non-Exempt

SALARY: In accordance with governing board policies.

GENERAL STATEMENT of RESPONSIBILITIES:

Under general supervision, provides instructional support assistance to residential students in reading, math, science and other core subject areas. Duties are categorized and monitored through the recommendations provided by the Program Coordinator.

QUALIFICATIONS:

- Must possess at least 60 post-secondary semester hours or AA degree.
- Must have verifiable work experience of at least one year in academic tutoring.
- Must have reliable transportation.
- Must possess effective tutorial skills in an academic setting.
- Must be knowledgeable of academic skills; i.e., study skills, time management skills, and organizational skills.
- Must possess a functional knowledge of school credit guidelines.
- Must have verifiable work experience with tutoring high school students.
- Current certification in First Aid and CPR
- Valid Arizona driver's license.
- Current Arizona and Navajo Nation motor vehicle driving record on file
- Must pass criminal background checks by state, federal and Navajo Nation
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.
- Must be knowledgeable and familiar with Navajo language, culture and people.

DUTIES and RESPONSIBILITIES:

- Assists residential students in identified areas of academic areas of need.
- Assists residential students with academic homework.
- Communicates effectively with residential students.
- Assists residential students with assignments in core subjects.
- Seeks information by observation and questioning residential students about academic performance.
- Follows up with residential students who have identified academic deficiencies in reading, writing, math, science, or other subject areas.
- Mentor residential students.
- Provides one-on-one tutoring or small group instruction.
- Review residential student progress reports as assigned.
- Establishes a good rapport and working relationship with residential students and staff.

- Composes and submits written and oral reports as required and in accordance with the terms of the grant document.
- Maintains current files on assigned residential students.
- Attends committee meetings and in-service training as required.
- Performs other duties as assigned.

SUPERVISION RECEIVED: After School Coordinator

SUPERVISION GIVEN: None

WORKING HOURS: In accordance with governing board policies.

EVALUATION PROCEDURES: In accordance with governing board policies.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Governing Board’s functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

REVIEWED BY: _____ **DATE:** _____
Employee

REVIEWED BY: _____ **DATE:** _____
Program Supervisor

APPROVED BY: _____ **DATE:** _____
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.