



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 080-20

OPENING DATE: 03/09/2020

CLOSING DATE: 03/23/2020

POSTED: WITHIN ONLY

POSITION: High School Peer Tutor
PAY GRADE: NE1 (\$10.00/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Part Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Department of Education
REPORTS TO: Johnson-O'Malley Coordinator
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Provide academic assistance and support for students in grades K – 12th grade in an after-school setting at the Pueblo of Isleta Department of Education. Teach and encourage good study habits and techniques to participating students.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provide academic assistance to help students improve academic performance.
- Assist the Academic Coach in tutoring individually or in small groups to review principals, solve problems and review for tests.
- Creates an effective learning environment through functional examples.
- Serves as a model for students in the techniques, strategies, attitudes, and beliefs that successful learners employ as they acquire new knowledge, solve problems, and complete academic tasks.
- Maintains a consistent schedule of service for tutoring services.
- Assists with various experiential learning opportunities (field trips), college fairs, or workshops and conferences as needed.
- Assists with the creation of flyers and advertisements or posters regarding upcoming activities scheduled for the JOM Program.
- Attends training sessions or meetings as required.
- Maintains confidential information.

- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Must be a Junior/Senior in High School.
- Must have a minimum high school GPA of 3.5.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Must be available to work evenings and weekends.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to use effective communication skills.
- Ability to supervise and ensure a safe learning environment for students.
- Ability to work effectively with individuals and demonstrate leadership and teambuilding skills with empathy and enthusiasm.
- Ability to exercise independent judgment.
- Ability to interact well with individuals from a wide range of ages and skill levels.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or classroom environment.
- Frequent interaction with the public
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.