



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**\*\*RE-ADVERTISED\*\***

**POSTING NO: 079-20**

**OPENING DATE: 08/26/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** College Peer Tutor  
**PAY GRADE:** NE2 (\$12.00/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 – 12<sup>th</sup> 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 enrolled in an accredited College or University.
- 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.