



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

Opening Date: 2/20/2015

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Closing Date: 3/06/2015

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If you are interested in this position, please submit the following:

- Completed Application
- Associate's Degree (*if applicable*)
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Computer Lab Tutor

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Department: Education

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Work Schedule: Monday- Friday 1:00PM- 5:00PM

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Wage Rate: Pay Range 9: \$11.82/Hr./ Overtime Eligible

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

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## JOB DESCRIPTION

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**TITLE:** Computer Lab Tutor      **WORKSITE:** Tule River Indian Study Center  
568 W. Olive Avenue  
Porterville, CA 93257

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## GENERAL DESCRIPTION

The Computer Lab Tutor will perform a variety of specialized tasks for the overall operations of the Tule River Indian Study Center Computer Lab. Will supervise computer classes for grades K-Adult, maintain computers under supervision of the computer technician, and report student behavioral problems to the lead teacher. This is a part-time, year around position.

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## DUTIES AND RESPONSIBILITIES:

1. Assist in the implementation of lesson plans and/or computer programs provided by the Director and/or teacher.
  2. Maintain discipline with guidelines set by Director and/or teacher.
  3. Perform housekeeping activities required in the computer lab.
  4. Under the supervision of the Director and/or teacher, prepare for computer lab activities.
  5. Responsible for care and maintenance of all equipment in the computer lab.
  6. Responsible for all software and hardware inventory in the computer.
  7. Responsible for all login/logout sheets and tracking of students using the computer lab.
  8. Provide written monthly reports to the lead teacher.
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## QUALIFICATIONS:

1. Minimum (1) year work experience in a computer-related field, and/or 2 year associated degree in Computer Science, in lieu of experience.
  2. Must successfully pass a pre-employment background investigation and drug/alcohol screen.
  3. Must have good reading, verbal and writing skills and be able to generate legible reports per policy and procedure.
  4. Knowledge of teaching techniques in one-to-one and group settings.
  5. Must test for knowledge with hands-on presentation.
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## PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to

Approved by TRTC: 05/14/13

10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**Position reports to:** Computer Support Technician

**Position Supervises:** None

**Salary:** Pay Range 9: \$11.82/ Hr.  
Paid Bi-Weekly/ Overtime Eligible

**Hours:** Monday – Friday 1:00PM- 5:00PM (Hours May Vary)

**Benefits:** None

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**