



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 8/26/2016

Closing Date 9/09/2016

Position Title: Special Needs Tutor

Department: Towanits School

Work Schedule: Monday-Friday 1:30PM- 5:30PM (Hours Vary)

Wage Rate: Pay Range 18: \$12.17- \$15.58/HR/ Overtime Eligible

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

- Completed Application
- Proof of High School Diploma or GED
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration 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.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

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

JOB DESCRIPTION

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

GENERAL POSITION DESCRIPTION

The job of Special Needs Tutor was established for the purpose of providing support to the instructional program within assigned Education Department Centers with specific responsibility for assisting in the supervision and instruction of special need students; observing and documenting student progress and assisting students by providing for special health care needs.

DUTIES & RESPONSIBILITIES:

1. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
2. Assists students in and out of wheelchairs; loading and unloading on the van/vehicle; transporting students in their wheelchairs in and around school and on field trips for the purpose of ensuring the student gets to and from school and to the proper places safely.
3. Assists with pre-lunch and lunch activities (e.g. heat food, grind food, feeding, etc.) for the purpose of helping the teacher and lunch personnel get the student fed.
4. Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, behavior management, CPI, IEPs, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
5. Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
6. Assist in designing bulletin boards for the purpose of helping make the room and areas more attractive and for conveying information.
7. Assist in maintaining instructional materials and/or manual and electronic files/records (e.g. lessons, attendance, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.
8. Monitors students during assigned periods within a variety of the Education Center environments (e.g. lunch, playground, classroom, restroom, field trips, assemblies, kitchen, etc.) for the purpose of maintaining a safe and positive learning environment.
9. Assist in the implementation of IEP goals for the purpose of meeting IEP goals and/or district benchmarks.
10. Assist in the implementation of student behavior plans for the purpose of ensuring effective and safe student learning.
11. Performs clerical tasks (e.g. making copies, filing, etc.) for the purpose of helping the teacher get instructional materials ready.

Approved by TRTC: 05/14/13

12. Provides instruction, under the supervision of the teacher, to the students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, giving oral tests, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans, and ensuring students' success in school.
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QUALIFICATIONS:

1. Must possess a high school diploma or GED
 2. Must successfully complete a pre-employment drug/alcohol screen.
 3. Must successfully complete a pre-employment background investigation.
 4. Must possess CPR and First Aid certificate or obtain within (90) days of employment.
 5. Must have developed skills to work with youth from K-12th grade.
 6. Must be able to maintain contact with students' teachers and parents regarding their students' academic needs.
 7. Must be dependable and able to work flexible hours based on students' needs.
 8. Must keep accurate records of student(s) activities, and follow program guidelines.
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KNOWLEDGE, SKILLS & ABILITIES:

1. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
2. Knowledge in math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
3. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: nonviolent crisis intervention restraints; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.
4. Ability to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment.
5. Flexibility to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods.
6. Ability to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment.
7. Problem solving to identify issues and create action plans.
8. Problem solving with data requires independent interpretation of guide lines; and problem solving with equipment is limited to moderate.
9. Ability to adapt to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.
10. Responsible for working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget.
11. Utilization of some resources from other work units may be required to perform the job's functions.
12. Knowledge and skills sufficient to assist in teaching all subjects in elementary and secondary levels.

13. Knowledge of implementing individual remedial programs and assessments.
 14. Ability to provide academic assistance to Indian students in need of academic assistance.
 15. Ability to provide positive encouragement and a pleasant atmosphere to enhance students' achievements.
 16. Ability to engage and assist in providing solution regarding academics and/or attendance issues
 17. Ability to communicate with staff for the student's best academic interest.
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WORKING CONDITIONS:

The usual and customary methods of performing the job's functions require the following physical demands:

Significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

This position reports to: Director of Education Support Services

Supervises: None

Salary: Pay Range 18: \$12.17- \$15.58/ Hr.
Paid Bi-Weekly/ Overtime Eligible

Hours: Monday- Friday 1:30PM- 5:30PM (Hours May Vary)

Benefits: None

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE