

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Academic Tutor*
Schedule Terms: **10 Months (part-time)**
Salary Classification: **Non-exempt**

WRHI complies with the Navajo Preference in Employment Act (NPEA). WRHI gives preference in employment to qualified applicants who are enrolled members of the Navajo Nation and, in certain cases, spouses of enrolled members of the Navajo Nation.

GENERAL STATEMENT OF RESPONSIBILITIES: Provides effective and meaningful instruction to students to assist them in becoming more effective at school. Provides instruction in both individual and small group settings. Serves as a strong positive character model for students while maintaining a positive working relationship with students, parents, staff, public school staff, and various community and tribal organizations.

PRINCIPAL DUTIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this Position Description;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Provide individualized and small group instruction;
- Maintain contact with the public school personnel so as to provide the most meaningful instruction possible;
- Maintain accurate records concerning students' attendance, effort, and progress;
- Make arrangements for students who have earned Honor Roll, Perfect Attendance, and other related awards to attend reward trips or other incentives;
- Work with public school personnel to provide services for all students and especially those students, which required additional support, and services due to their handicapping conditions;
- Maintain a high level of ethical behavior and confidentiality of information on student related issues;
- Assist with general residential activities as assigned;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- **Preferred 32 post-secondary semester credit hours in an applicable academic discipline, including fields related to working with children, such as, child development, education, behavioral sciences and cultural studies;**
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;
- At least two (2) years related work experience in providing services to youth; Ability to relate to students with various academic levels and needs
- Ability to read and follow procedural plans with little supervision required;
- Ability to communicate effectively in both oral and written formats;
- Above average knowledge of computers with the ability to produce written reports, calendars, student programs, etc;
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;
- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;

- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRI's insurance policy;
- Highly motivated with excellent verbal and written communications skills;
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical.

COMMITMENT AND DEPENDABILITY: Must be an integral member of a successful team and be dedicated to the provision of the highest level of service to WRHI.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Routine work with limited supervision.

PUBLIC CONTACT: Interacts primarily with students and other employees.

RESPONSIBILITY: Must use own initiative and judgment in performing job; responsible for keeping adequate amounts of supplies, materials, and other related office items in inventory.

EVALUATION PROCEDURE: In accordance with provisions specified in Personnel Policy and Procedure.

SUPERVISION RECEIVED: Yes.

SUPERVISION GIVEN: Students.

CERTIFICATION

I have read and understand the foregoing Position Description. I had an opportunity to ask questions with regard to any and all statements contained in the Position Description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the Position Description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the 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 WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Academic Tutor

DATE: _____

REVIEWED BY: _____
Human Resources Technician

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____