

## WINSLOW RESIDENTIAL HALL, INC.

## POSITION DESCRIPTION

**Title:** *Part-time Academic Tutor*  
**Schedule Terms:** 10 Months  
**Salary Classification:** Non-exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the direct supervision of the Homeliving Supervisor, the Academic Tutor provides effective and meaningful instruction to students and assist them in becoming more effective at school. The Academic Tutor serves as a strong positive model for students while maintaining a beneficial working relationship with students, parents, staff, schools, community and tribal organizations.

### QUALIFICATIONS

#### EDUCATION, TRAINING & EXPERIENCE:

- 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;
- 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 communicate effectively in both oral and written;
- Ability to read and follow procedural plans with little supervision required;
- Above average knowledge of computers with the ability to produce written reports, calendars, student summaries and statistics, etc.;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Submission of all required employment-related documents, applications, resumes, references, certifications and licenses;
- Must have knowledgeable and familiar with the Navajo language, culture, customs and traditions;
- Valid Arizona driver's license.

#### DUTIES AND RESPONSIBILITIES:

- 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;
- Highly motivated with excellent verbal and written communications skills;
- 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 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; applying our policy reward system;
- Work with school personnel to provide services for all students and especially those students, which required additional support, and services due to their conditions;

- Maintain a high level of ethical behavior and confidentiality of information on student related issues;
- Assist with general residential activities as assigned;
- Prepare and submit regular monthly reports to the Homeliving Supervisor and the Board;
- Knowledge of the federal travel regulations for purposes of calculating accurate travel expenses;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- 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.

**PHYSICAL REQUIREMENTS:** Must submit to a physical examination from a licensed medical provider for each contract year.

**EVALUATION PROCEDURE:** In accordance with provisions specified in personnel policy and procedure.

**SUPERVISION RECEIVED:** Homeliving Supervisor.

**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 Winslow Residential Hall Inc., policies, and may result in non-hiring and/or termination.

**REVIEWED BY:** \_\_\_\_\_  
Academic Tutor

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Homeliving Supervisor

**DATE:** \_\_\_\_\_