

## WINSLOW RESIDENTIAL HALL, INC.

## POSITION DESCRIPTION

**Title:** *Part-time Certified 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 21<sup>st</sup> Century Coordinator Learning Center Project Coordinator, the Certified Academic Tutor provides effective and meaningful instruction to students and assists them in becoming more effective at school. The Certified Academic Tutor serves as a strong positive model for students while maintaining a beneficial working relationship with students, parents, staff, schools, and community.

### QUALIFICATIONS

#### EDUCATION, TRAINING & EXPERIENCE:

- **Must have a teacher's certificate;**
- **Must be knowledgeable and familiar with Math and English;**
- 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);
- Valid Arizona driver's license.

#### DUTIES AND RESPONSIBILITIES:

- Maintain good and timely attendance;
- Highly motivated with excellent verbal and written communications skills;
- 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;
- Maintain a high level of ethical behavior and confidentiality of information on student related issues;
- Assist with general residential activities as assigned;

**SUPERVISION RECEIVED:** 21<sup>st</sup> Century Coordinator Learning Center Project Coordinator.

**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:** \_\_\_\_\_  
Certified Academic Tutor

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

**REVIEWED BY:** \_\_\_\_\_  
21<sup>st</sup> CCLC Project Coordinator

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