

INDIAN EDUCATION COLLEGE STUDENT TUTOR

DEFINITION

Under general supervision tutors students on a one-on-one basis or in small groups in the basic skill areas; may tutor in other academic areas as required; establishes and maintains contact with instructors; consults with parents; attends meetings as required; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Tutors students on a one-on-one basis or in small groups in the basic skill areas; tutors students in other academic areas such as chemistry, cellular biology, and languages as needed. *E*

Establishes rapport and maintains monthly contact with instructors. *E*

Consults with parents regarding progress or special needs of students. *E*

Maintains accurate record keeping of students' progress and related activities. *E*

Attends weekly conference with Indian Education Specialist to discuss individual student's progress or needs; attends monthly staff meetings; attends quarterly parent committee meetings. *E*

Assists with verification of Native American heritage of students.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Subjects to be tutored;
2. Procedures for Indian student verification;
3. Principles of supervision and training; and
4. Record keeping.

Ability to:

1. Tutor students in basic skills as well as college prep courses.
2. Administer and assess pre- and post-tests to tutored students.
3. Communicate effectively, both orally and in writing, with project staff, school staff, student, and parents; and
4. Motivate tutored students;

Ability to: (cont.)

5. Establish and maintain accurate records;
6. Operate a vehicle observing legal and defensive driving practices;
7. Understand and carry out oral and written instructions;
8. Establish and maintain effective relationships with those contacted in the course of work; and
9. Comprehend and follow instructions.

TRAINING AND EXPERIENCE

Must be currently enrolled in 12 units of undergraduate or 9 units of graduate course work in a college or university; proficient in areas to be tutored. Recent experience working with high school students and/or the Indian community is desirable.

WORKING CONDITIONS

Environment:

Indoor work environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Sitting or standing for extended periods of time; hearing and speaking to exchange information with students and others.

Revised: 3/83