



Eastern Band of Cherokee Indians Job Description

Position ID Number:	901842002	Last Revised:	02/15/2018
Position Title:	Education Tutor /Grades 4-6 (10 mos)	Department:	Graham County Indian Education
Reports to:	GCIE- Manager	Division:	Snowbird/ Cherokee County

Primary Function: Plans, coordinates and administers education plan for Native American school children in Robbinsville Elementary School, for the purpose of reinforcing positive behavior and organizational skills. Provides assistance as needed to maximize student opportunities for learning and progressing.

Job Duties and Responsibilities:

Interact with internal and external customers/ clients in a polite and professional manner.

PLANNING: Develops objectives that are clearly stated. Provides extra tutorial and reinforcement based on clearly identified objectives. Develops long range educational plans based on clearly identified objectives. Instructs and tracts all state competency objectives (as appropriate).

MANAGEMENT OF INSTRUCTIONAL TIME: Has materials, supplies, and equipment for each lesson ready at the start of the lesson instructional activity. Gets students on task quickly at the beginning of each lesson or instructional activity. Maintains a high level of student time-on-task.

CURRICULA: Demonstrates knowledge of the content for the subject or course instructing. Teaches content that is accurate. Demonstrates knowledge of various models and programs within the curriculum area. Demonstrates knowledge of the scope and sequence of the curriculum. Teaches appropriate to grade and/or developmental level of students. Teaches content that is relevant to student needs. Teaches all curricula mandated by federal and state requirements and school board policies.

INSTRUCTIONAL MONITORING: Regularly assesses student performance by asking all students for written or oral answers, or other works products. Checks the performance of students during independent work, not just those who seek assistance or who volunteer to show work. Maintains reasonable, clearly communicated deadlines and previously established standard for student work.

INSTRUCTIONAL VARIATION: Uses different instructional styles and/or strategies appropriate to the concept being presented. Uses a variety of teaching methods and materials. Ability to apply impartially and consistently proper methods of recognition reward and punishment. Ability to make learning aids which will strengthen lesson plans.

SCHOOLWIDE RESPONSIBILITIES: Carries out non-instructional duties expected by the school. Utilizes personnel and resources for the school as appropriate. Complies with school policies and regulations. Adheres to established school calendar. Works cooperatively with school personnel and parents. Respects student, peer, parent and community rights to privacy and maintains confidentiality at all times. Completes all reports according to established timelines, Establishes and maintains safe environment. Performs duties according to establish safety guidelines and tribal policy.

Teaches Cherokee language class when teacher is absent.
Performs other duties as requested by supervisor.

Education /Experience:	<ul style="list-style-type: none"> ➤ A minimum of an associate's degree from an accredited educational institute or 48 semester hours of transferable coursework from an accredited college or university is required. Must have knowledge of the workings of the business of the Eastern Band of the Cherokee Indian. Up to one year in the position would be necessary to become familiar with and become proficient in most phases of the job. ➤ Valid NC driver's license is required.
Job Knowledge:	Must know general knowledge of the school organization and its community. Some knowledge of expected behavior of children, that is, basic characteristics of ages and stages. Ability to comprehend the purpose of teacher designed strategies as a fulfillment of the instructional objective. Must have basic computer and printer skills, as well as, copying skills to produce supplemental activities to reinforce daily and weekly lessons. Must have knowledge of native, edible food, medicine, games, music, art, Cherokee language and other related cultural facts for planning cultural educational activities or a willingness to learn.
Complexity of Duties:	Deals with a wide range of situations requiring problem solving and creative thinking skills. Must be able to handle sensitive, confidential situations with students and/or their parents that require a fast response or course of action. Will meet with students and or parents to discuss academic progress, behavior problems or attendance as necessary.
Contact with Others:	Interacts frequently with coworkers and elementary and high school students. Has outside contact with students, and their parents and family, guidance counselors, and other professionals, in the exchange of information and discussions. Nature of contacts requires the use of tact, courtesy, and etiquette to assure the maintenance of positive working relationships.
Confidential Data:	A record for each child needs to be established to keep attendance, class participation and a note on how he/she seems to learn better. A notation on the progress of the individual child is to be kept, in order to adapt lessons. Teacher comments and requests are kept on file so requests and concerns can be addressed on a timely basis. Must adhere to all applicable state and tribal confidentiality laws, policies, and procedures, Damage to the school's reputation and student relationships could result if information were disclosed improperly.
Mental /Visual /Physical Effort:	Each day is spent checking on individual students by meeting with teachers. Tutorial lessons are completed daily, reporting progress to teacher. Must be able to receive, investigate and try to follow through based on suggestions and/or referrals by teacher, principle, or parent. Is subject to frequent interruptions requiring varied responses. While performing duties of the job must be able to sit, reach, bend arms, and have manual dexterity. Visual acuity and the ability to speak and hear are required. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.
Environment:	Works in a normal classroom setting within the elementary and high schools in Graham County. Has minimal exposure to disagreeable working conditions.
Supervision Received:	Works under the general supervision of the GCIE Manager and the School Principal. Will have latitude for making decisions while assisting students. Will report any unusual situations to the GCIE Manager and/or School Principal.
Responsibility for Accuracy:	Review of work and subsequent procedures would detect most errors. Undetected errors would require time and expense to research and could delay some phases of the recruiting activities. Most work is approved prior to submitting to others.