



Ho-Chunk Nation

Job Description



TITLE: Tutor Specialist		JOB CODE: TUSP	
Government - Employee		EEO: 2	PAY GRADE: 14
Exempt	Flex	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Tutor Specialist is responsible for administrating tutorial services, advocating for the educational needs of the students, and implementing a Summer Enrichment Program in assigned areas.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Knowledge of core subjects and the manner in which they are taught, including math, science, language arts, and social studies (Daily).
2. Strong analytical and problem-solving skills (Daily).
3. High-level, adaptable communication skills to communicate with a variety of audiences including students, parents/guardians, families, and school district personnel (Daily).
4. Coordinate tutoring services across K-12 grade levels for service area (Daily).
5. Assisting students with homework, projects, test preparation, research, and other academic tasks (Daily).
6. Assesses students' academic needs and proficiency, assists them in setting goals, connects them to appropriate resources, and provides ongoing support as needed (Daily).
7. Work with students to help them understand key concepts, especially those learned in the classroom (Daily).
8. Teaches skills to improve academic performance, including study strategies, note taking skills, and approaches to answering test questions (Daily).
9. Identify areas of improvement for the student and help set goals to improve skills. Evaluate student progress on a weekly basis (Weekly).
10. Provide students with positive and constructive feedback (Weekly).
11. Provide feedback on students' progress to parents and teacher(s) when appropriate (Monthly).
12. Build meaningful connections and relationships with students (Daily).
13. Develop and maintain relationships with the student's teachers, school district staff, and parents (Monthly).
14. Provide tutoring services with students in person and over video conference, if needed (Monthly).
15. Remain abreast of current school curriculum (Monthly).
16. Plan, coordinate, and implement a Summer Enrichment program to offer supplemental support to students with the core subjects in school (Annually).
17. Coordinate with other relevant Ho-Chunk Nation departments and programs, and school district teachers and staff to provide optimal services to student (Annually).
18. Solicit a partnership from parents to support and encourage their student's academic goals (Monthly).
19. Develop and utilize form letters, program applications, handbooks, flyers, etc. as needed (Monthly).
20. Attend training and educational opportunities to enhance professional development (Annually).
21. Perform other duties as assigned by supervisor (Annually).

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops strategic plans and interprets policy
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Subject to general input and regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's degree in Education or a related field.
2. Must meet the requirements of the Wisconsin Department of Public Instruction to be a certified teacher.

ESSENTIAL:

1. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper vehicle insurance. Mileage will not be included for daily activities. Mileage will be considered by supervisor for trainings and other department functions.
2. CPR certified or must be certified within 90 days of hire.
3. No convictions of a crime against a child or disabled person.

EXPERIENCE:

1. Must possess at least two (2) years' of teaching experience.
2. Working Understanding of Individualized Education Programs.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of virtual meeting software and must be able to implement virtual tutoring sessions.
2. Must be able to work cooperatively with fellow coworkers, school employees and parents to maintain strict confidentiality.
3. Must be a role model for Ho-Chunk students.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy workplace environment.

WORKING CONDITIONS

1. Work indoors.
2. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.