



Ho-Chunk Nation

Job Description



TITLE: Tutor Services Division Manager		JOB CODE: TSDM	
Government - Employee		EEO: 1	PAY GRADE: 27
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

Responsible for administering tutoring staff and services to designated Ho-Chunk areas.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. The Division Manager will be creating, developing and implementing an educational program that provides educational services.
2. Recruiting, training, and supervising Tutor Specialists in the designated service area.
3. Demonstrated knowledge and understanding of both current practices and emerging trends in distance learning and related technologies.
4. Lead the development and delivery of learning interventions, both individual and small groups, for students who are academically at risk.
5. Promotes positive working relationships with students, parents/guardians, families, and school district personnel.
6. Provides oversight for the Summer Enrichment programs that take place each year, and teacher planning days through staff management, training, program and curriculum development, and providing direct instruction when necessary.
7. Demonstrates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and disability backgrounds of the student audience.
8. Conducts school visits to establish and maintain relationships with school personnel for partnership and marketing purposes.
9. Supervises Tutor Specialists: oversees their schedules, time and attendance, and training.
10. Conducts regular performance reviews with Tutor Specialists.
11. Assists staff in identifying students learning needs and planning learning activities to meet those needs based on technical skills, interpersonal relations skills, and critical thinking skills.
12. Manage proper record keeping and reporting including activities and events, breakdowns of daily participation, notable achievements and address problems/issues with youth that may arise.
13. Prepare reports, and correspondences and proposals for all projects and student progress as needed.
14. Creates functional strategies and specific objectives for the division and develops budgets/policies/procedures.
15. Attend training and educational opportunities to enhance professional development.
16. Perform other duties as assigned by supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans
Supervisory Accountability	Supervises professionals and non-managers
Organizational Accountability	Manages sub-unit of a department



Financial Accountability	Manages operating budget
Customer Accountability	Interfaces with regulatory authorities
Freedom to Act	Sets broad policies and objectives

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's degree in Education.

ESSENTIAL:

1. Must possess a dependable working vehicle, valid Wisconsin driver's license, and proper insurance.

EXPERIENCE:

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

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Experience using Microsoft Office, Microsoft Excel and Virtual Meeting software.
2. Experience using social media (Facebook, Twitter, etc.) preferred.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The division manager ensures that all employees of the division receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.
3. Must be able to work cooperatively with fellow coworkers, employees, school officials, and parents in a respectful and courteous manner.
4. Must be a drug free and substance free role model for Ho-Chunk students.

WORKING CONDITIONS

1. Work indoors and office work will also be necessary.
2. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.