

**Lapwai Middle High School
Lapwai, Idaho**

Job Description

Job Title: Tutor Grades 6 - 12
Department: Title VI
Reports To: Director of Indian Education
Salary Schedule: part-time/\$20/4 hours (during school day) 5 days per week
FLSA: Non-Exempt

Duties:

1. Work with the School Counselor, College and Career Readiness Coach, and teachers to provide academic and social and emotional support to Native American students.
2. Display strong ability in core curricular areas of language arts and social studies; then provide tutoring.
3. Work with small groups of five students or less and facilitate a problem solving process, modeling and encouraging the use of best practice strategies.
4. Attend mandatory training on tutoring process and strategies.
5. Exhibit a professional demeanor, reliable, responsible, and on time.
6. Treat students with respect and dignity.
7. Act as role model and promote the development of a scholar identity.
8. Use a tutorial process of writing, reading, inquiry (higher order questioning) and collaboration.

Specific Duties:

1. Determine from student notes and discussions, the concepts that need to be taught or retaught.
2. Evaluate student binders, including calendars, class and textbook notes, etc.
3. Become familiar with the computer-assisted learning materials.
4. Become familiar with the textbook and materials used by students.
5. Conduct tutorial sessions in all areas of language arts and social studies.
6. Conduct mini-lessons in the process of writing in language arts and social studies subject areas, study skills, and other aspects of college and career readiness.
7. Set an example of personal excellence and high expectations for students to follow.
8. Work with students in any phase of the writing process, such as brainstorming, clustering, revision, and editing.
9. Communicate frequently and honestly with the classroom teacher, CCR coach, school counselor, project director, and the Lapwai Indian Education Coordinator regarding student progress and areas of concern.

Qualifications:

1. Para-professional with two (2) years successful tutoring experience with secondary students.
2. Two (2) years completed college experience with a minimum 2.5 G.P.A.
3. Must have a strong language arts and social studies background, evidenced by college transcript.
4. Must complete a background check.