

## Vuntut Gwitchin Government

- A.    Identification:            Homework Tutor
- Department:            Education Department
- Date:                        November 2005
- Status:                        Casual Part Time
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### **Job Summary:**

As a team member in Education, and reporting to the Director, this position is responsible for providing tutorial services for identified students living in Old Crow who are attending Chief Zzeh Gittlit School, or are enrolled in alternate school programs.

### **Main Duties:**

- Tutoring assigned students in academic subjects and study skills, either individually or in study groups.
- Creating, researching and obtaining curriculum and tutorial tools that suit the needs of clients
- Maintaining records on each student who is being tutored
- Writing and submitting evaluations and other reports as requested
- Helping students develop self-confidence in performing academic work

D.    Job Knowledge and Skills:

#### Education

- Minimum grade 11 or equivalency
- Experience related to using English and math skills
- Ideally, experience in tutoring and/or tutoring certificate

#### Management Skills:

- Ability to work with people from various disciplines and cultures
- Ability to problem solve
- Time management and organizational skills.
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to work with minimal supervision

Specific Skills:

- Ability to tutor students one-on-one, or in small groups in various academic subjects
- Ability to recognize learning disabilities
- Ability to create suitable learning accommodations for learning difficulties
- Ability to create or find suitable curriculum materials and tutoring tools
- Ability to demonstrate study skills techniques to students
- Ability to use MS Word, and email functions
- Ability to create and maintain a records and reporting system

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, parents, students of all ages, and professionals.

E. Decision Making:

The incumbent works as a team member in Education and with parents and teachers, following established objectives. Decision-making is required for determining suitable tutoring methods, curriculum and tools, setting daily work priorities, and scheduling tutoring sessions.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Homework support services are important to the education of Vuntut Gwitchin children in Old Crow.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	As required
Students	Tutoring	Daily
Co-workers/Teachers/ Professionals	Information exchange, planning	As needed
Parents	Answering inquiries, and information exchange.	As needed

H. Positions Supervised: 0

I. Working Conditions:

This position is located in Old Crow in private homes or at the school.

**Spiritual:**

Respecting traditional beliefs and practices while delivering services.

**Physical:**

Approximately 20% of time using the computer  
 Visiting homes of students during cold temperatures and in darkness  
 Isolated living conditions in extreme temperature and light conditions

**Mental:**

Matching suitable tutoring methods with a student’s learning style  
 Assisting multiple clients

**Emotional:**

Dealing regularly with clients and family members who are under personal stress, or have varying social values.

J: Conditions of Employment

- Willingness to follow policies and procedures
- Willingness to work evenings and weekends
- Criminal record check

***SIGNATURES Supervisor:***

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.  <hr/> Supervisor  <hr/> Date	Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.  <hr/> Incumbent  <hr/> Date
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