POSITION ANNOUNCEMENT
ED-2024-01

POSITION TITLE: Peer Tutors (4-6 positions) SY 2023-2024
CLASSIFICATION: Non-Exempt, Part-Time, 6-month assignment
DEPARTMENT: Education
SUPERVISOR: Education Director
STARTING SALARY: $13.00 per hour
OPENING DATE: January 9, 2024

Position Summary:
Under the general direction of the Education Director, the incumbents will assist in the development and implementation of one-on-one or small group academic support to students. The incumbents will assist school-aged students in the completion of daily assignments by providing homework help, providing additional clarification to students regarding assignments, and assistance with the submission of completed work or projects. The location of support may include the library, Hahn Center, or other locations within the pueblo.

Minimum Qualifications:
• College and High School students must maintain a 3.2 GPA or higher, with a strong understanding of mathematics, science, and other core academic content.
• Knowledge of how to log in to Google Classroom or other school-related learning sites.
• Ability to pass a background check with no prior convictions or felonies.
• Ability to pass a pre-employment drug screening.

Preferred Qualifications:
• Ability to speak the Keres Language.

Essential Duties and Responsibilities:
• Report to work-site on time.
• Adheres to confidentiality and privacy regulations (federal, state, and tribal).
• Establish a consistent schedule and location for delivery of service.
• Identify the type of assistance required, including assistance completing assignments, submission of assignments, or accessing materials and supplies to complete assignments.
• Review classroom instructional content, topics, and assignments.
• Track and monitor communication and outreach efforts.
• Develop methods to record and document student’s progress.
• Complete a monthly report/narrative.
• Willingness to work a flexible schedule as necessary.
• Performs other duties as assigned.

Knowledge, Abilities, Skills, and Certifications:
• Knowledge of traditional form of government and Pueblo de Cochiti customs and traditions.
• Knowledge of the functions and structure of Pueblo de Cochiti.
• Knowledge of Academic English inclusive of proper grammar and vocabulary.
• Knowledge of records management and maintenance.
• Knowledge of state, Federal, and tribal laws and regulations.
• Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules and regulations).
• Ability to represent Pueblo de Cochiti professionally at all times.
• Ability to work independently and make appropriate decisions.
• Ability to handle multiple tasks and meet deadlines.
• Ability to interact and maintain a positive working relationship with stakeholders, service providers, and other individuals of various social and cultural backgrounds in and outside of the community.
• Ability to demonstrate good behaviors.
• Ability to understand and use effective oral and written communication.
• Ability to understand and assist students with higher-level mathematics such as algebra, geometry, trigonometry, pre-calculus, and other higher-level subjects.
• Skill in operating various work processing tools, spreadsheets, and database systems in a Windows environment.

Work Environment:
The work is generally performed one-on-one with a student or in a small group. Location may include a small office, library, auditorium, or outdoors. The sound or noise level may be moderate depending on the environment or number of participants in the group sessions. Evening and weekend work hours may be required.

CLOSING DATE: OPEN UNTIL FILLED

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 629-4284.

*It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members*