



Stockbridge-Munsee Community

Department of Human Resources
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4375
FAX: (715)253-2432
Email: bev.miller@mohican-nsn.gov

POSITION DESCRIPTION

POSITION: Tutor

LOCATION: Mohican Family Center

SALARY:15.00/Hr

Full Time 32 hours per week

POSTING DATE: 11-8-21

CLOSING DATE: 11-15-21

PAY GRADE: 3

Grant funded position

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES:

Positions are funded on a one-year basis, Family Services Department of Children and Families Grant. Tutor is responsible for assisting youth with academic skills. Tutor will work after school assisting youth at Mohican Family Center, Bowler School. This position works under the direct supervision of the Family Services Manager.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays\
5. Must obtain and maintain Elder/Youth License as stated on job description.

DUTIES:

1. Tutor is responsible to provide intensive one-on-one tutoring to students from the Stockbridge-Munsee Community who attend school, home school, or online school.
2. Tutor will collect, organize and maintain data as necessary regarding the students tutored and monitored individual progress.
3. Tutor will meet teachers, parents and students individually to discuss concerns.
4. Must be willing to assist the Youth Education Program.
5. Must be reliable and maintain an acceptable departmental attendance record.
6. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
7. Responsible for daily reporting and submitting monthly reports for grant requirements.
8. Assist with community events and other events provided by the Department.
9. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
10. The above duties and responsibilities are not an all-inclusive list by rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. High School Diploma or GED is required. An Associate degree in education or a closely related field preferred.
2. Must have computer skills.
3. Post secondary education preferred.



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4. Applicant must possess good academic skills in math, science, history, geography and literature (reading and writing). Must possess good, effective oral and written communication, and organizational skills.
5. Applicants may be required to take a basic skills competency test.
6. Previous tutor experience is preferred.
7. Must be eligible to obtain and maintain coverage under the employer's liability insurance.
8. Must possess the ability to interact with the public demonstrating objectivity, respect, courtesy, maturity, and enthusiasm to a diversity of students.
9. Have demonstrated ability to maintain satisfactory work and attendance record in any prior or current employment.
10. Must obtain an elder/youth license.
11. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must provide own transportation to work location.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO: Human Resource Department
Stockbridge-Munsee Community
W12635 Cty A
P.O. Box 70
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revision: 05/13/10, 9/22/11, 9-16-16

Tribal Council approved: 12-7-05 & 12/22/10: 10-7-11 EDHR Approved: 8-24-17 TC -12-4-18

TC Approved 11-5-19

Apply online at mohican.com



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