

FNSBSD JOB DESCRIPTION

Job Title: Alaska Native Education (ANE) Program Tutor

Supervisor: Building Principal and ANE Coordinator

Classification: Classified

Days/Months: 9 months

Grade: 6

General Responsibilities

Tutor students in reading, math, and language arts. Provide developmental support to Alaska Native Education (ANE) students in small groups or one-on-one settings. Integrate into classrooms with high number of ANE students. Provide support to classroom teachers on issues and strategies in working with Alaska Native/American Indian students.

Example of Duties

Tutors students and assists teachers in implementing lesson plans that focus on Grade Level Expectations (GLEs) and Alaska State Standards.

Participates on school support teams of tutors and family support and intervention teams.

Assists in scheduling cultural presentations in classrooms.

Maintains record of services for all students served.

Shares information with the classroom teacher as needed regarding a student's culture and language to enhance student academic achievement.

Identifies and maintains records of student goals and objectives, communicates student progress; confers with classroom teachers in a collaborative model; assists in parent-teacher conferences upon request.

Maintains, submits, and meets deadlines of required ANE Program paperwork

Participates in assessment and placement activities for language, math, and reading.

Attends scheduled staff meetings and contributes to staff training provided by the District, the school, and the ANE coordinator.

Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.

Assists with bus, lunch, recess duty, and other duties as assigned, **not to exceed** the duty assignment of other school staff.

Organizes cultural events and showcases cultures of the school and community upon principal's request.

Helps students deal with cross-cultural conflicts and identifies possible support.

Maintains close working relationship with ANE Graduation Success/Attendance Liaison.

Equipment Used - Computer, telephone, copy machine, fax machine, and instructional equipment.

Independent Decisions - Minimal independent decision making.

Primary Working Contacts – School staff in other departments, academic staff, students, and the public including parents, elders, and Alaska Native organizations

Supervision Received and Exercised – None given; Oral and written received from building administrator and ANE Coordinator.

Unusual Working Conditions - None

Evaluation - Annual written evaluation by building principal, with input from the ANE Coordinator and the EEO Officer

Qualifications

Education: High school diploma or GED required. Associates degree preferred.

Experience: Must have work experience demonstrating an ability to maintain accurate records and implement plans. Past experience working with the Native community required. Additional education and/or experience in cultural arts, language arts, and learning styles; experience in working in a collaborative instructional effort; and knowledge and experience in cross-cultural communication styles is preferred.

Skills: Math, reading and English skills at a high school level or beyond required.

Knowledge: Must be knowledgeable of the Native community and Alaska Native cultures. Knowledge of GLEs and Alaska State Standards preferred.

Abilities: Must be able to work collaboratively with the classroom teachers and to relate and be sensitive to Native students.

NOTE: ANE Program Tutors working in a Title I School-wide program must possess a total of 48 hours of college credit, or must have attained an Associate's degree, or they must have taken and passed a formal state or local academic assessment. Only one of these options is required, however.