

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Alaska Native Education (ANE) Program Tutor	
<i>Supervisor:</i> Building Principal/Administrator and ANE Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

**Job Summary**

Tutor students in reading, math, and language arts. Provide academic and cultural developmental support to eligible 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 to meet the goals of the district’s curriculum and the students’ needs.

**Essential Job Functions**

Provide tutorial assistance with reading, writing and math skills during and after school, and provide cultural activities.

Collaborates with classroom teacher(s) in determining cultural and academic needs of students.

Maintain and regularly update individual education plans, goals and objectives.

Implements and evaluates individual tutorial plans, maintains and evaluates student records and tracks academic progress.

Collects and enters data required by Title VII and FNSBSD.

Maintains record of services for all students served.

Communicates student progress; confers with classroom teachers in a collaborative model; assists in parent-teacher conferences upon request.

Performs community outreach and connection with community agencies and FNSBSD services that address students’ social and academic needs.

Coordinates, plans and/or develops cultural activities with FNSBSD and other agencies.

Maintains close working relationship with ANE Graduation Success/Attendance Liaison and Family Advocate, and participate on intervention teams.

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

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

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

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Standard office equipment including personal computer, printer, fax, copy machines, audio-visual equipment, and other education related equipment.

**Independent Decisions**

General knowledge and understanding of curriculum, various content areas, and learning styles is critical to making decisions related to tutoring and educational planning.

**Primary Working Contacts**

Department and administrative staff of FNSBSD; students, related family and significant others; parents, elders and Alaska Native organizations; the public.

**Responsibility for Cash, Equipment, Safety**

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

**Supervision Received and Exercised**

None given; oral and written regular assignments and observation from building administrator and ANE director.

**Unusual Working Conditions**

None.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. ANE program tutors working in a Title I School-wide program must possess a total of 48 hours of college credit, an associate's degree, or must have passed the ParaPro Assessment.

3. Experience working with children in an instructional environment.
4. Past experience working with the Native community.
5. Must have work experience demonstrating an ability to maintain accurate records and implement plans.
6. Must be knowledgeable of the Native community and Alaska Native cultures.
7. Knowledge of computers and word processing software.
8. Math, reading, writing, and verbal communication skills in English at a high school level or beyond.
9. Ability to work with students, parents, supervisors, and other support staff; willingness to think critically, follow directions, and participate in the school program collegially. Sensitivity to unique and challenging student differences.
10. Ability to effectively present instruction, and/or information to students, staff, parents, administrators and public.

The following are preferred:

1. Experience working with children in an instructional environment with Alaska Native students.
2. 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.
3. Knowledge of GLEs and Alaska State and Cultural Standards.

#### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**