

Johnson O'Malley Tutor

Organization Name: Lac Courte Oreilles Tribal Government
Salary: Based on experience
Job Location: Hayward Middle School
Hours/Week: 37.5 hours per week (Temporary Position)
Posting Date: September 14, 2018
Closing Date: September 28, 2018
Supervisor: Hayward Middle School Principal

POSITION SUMMARY:

Tutor middle school age Native American students in core subjects: English, math, science, and social studies.

QUALIFICATIONS:

- Must have a high school diploma
- Mature Adult, at least 18 years of age.
- Tribal preference applies
- Must have great knowledge of math, science and English
- Works well with others
- Must be able to pass a preliminary and any other background check(s).
- Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide tutoring to students per request of the teacher, parents, or student
- Complete yearly reports for Johnson O'Malley Grant and Title VII Grant

- Provide the principal with quarterly reports using a student contact log
- Assist with Native American activities throughout the year

Application Procedure:

Submit complete LCO Employment Application, resume, educational achievements and licensing, at least three (3) personal reference letters, and any other supportive documents. Resume should be type written, indicating personal information related to the position for which applicant is applying, education, experience, professional and/or community involvement and availability. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**LCO Tribal Government
Attn: Holly Trepanier, Human Resources Director
13394 W. Trepania Road
Hayward, WI. 54843**

**Tribal preference will apply to qualified applicants in accordance with the Lac Courte
Oreilles Policies & Procedures Manual**