Job Title: Academic Indian Tutor (Certified)

Qualifications:
Credentials: Bachelor's Degree in Elementary Education
Education: Oklahoma Certification/Elementary Education
Training or Experience Required: Teaching experience in elementary grades.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquire. Includes filling out forms, instructions and writing/printing legibly. Communication in class, grammatically correct English.

Site: Elementary Schools

Reports to: Director of Title VII Indian Education

Job Goal (Purpose of Position): Provides tutoring in math and reading to Title VII Indian students.

Contact with Others: This position requires regular contact by telephone or in-person with parents, school staff, the Indian Education Office and the Director of Title VII.

Other Performance Measures: Successful performance of the job requires good people skills to elicit information and provide information as needed. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habit concerns. Creativity, initiative and effective problem solving are important to the success of the position.

Essential Job Functions (Performance Responsibilities):

1. The Indian Tutor will follow the regulations in the Title VII.
2. The Indian Tutor will be responsible for the identification of all Indian students, K-6.
3. The Indian Tutor will be responsible for the distribution and collection of Federal Survey Forms, Student Eligibility Forms (506) and other required information for the Title VII Indian Education Program. The Indian Tutor will be responsible in providing information to faculty and parents concerning the Title VII Education Program in the Moore Schools.

4. The Indian Tutor, with the help of teacher and parents, will identify students that need tutoring in math and reading.

5. The Indian Tutor will be responsible for communicating with parents concerning the Tutoring Program.

6. The Indian Tutor will be responsible to send home and collect the necessary Parent Permission for tutoring forms.

7. The Indian Tutor will tutor Indian students individually in reading or math at least twice a week for 30 minutes in each tutoring session. The Prescriptive Teacher will provide the Indian Tutor with a written prescription in the area in which each student will be tutored.

8. The Indian Tutor will complete all required forms and information required for the objectives in the Title VII Program.

9. The Indian Tutor will meet with the Title VII Indian Parent Committee, teachers and counselors as required.

10. The Indian Tutor will attend all in-services scheduled for the Indian Tutoring Staff.

11. The Indian Tutor will work closely with the classroom teacher to prepare tutoring materials that coincide with the classroom teacher=s lesson plans.

12. The Indian Tutor will coordinate each tutoring session with the *Pass Skills* that are appropriate for each subject and grade level.

Terms of Employment:	180 days per year
Hours Per Day:	6.75 per day
Salary:	~~$15.00 per hour~~ In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.
Evaluation:	Performance of this job swill is evaluated in accordance with Board Policy.

Adopted: 10-13-03
Revised: 08-08-05