

# JOB ANNOUNCEMENT

**Title:** Tutor

**Requisition Num.:** 011-2024

**Open Date:** 03/28/2024

**Closing Date:** Until Filled

**Department:** Education

**Classification:** Part-Time / Non-Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Opportunity:** Under the direct supervision of the Education Manager, the Tutor will assist in providing intensive and extensive tutorial services for student's grades 1-12. The Tutor will help provide feedback to the Tutor Coordinator & Education Manager regarding the progress the students are making. This classification is casual employment. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

## JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assist in providing academic support to assigned students, either in a group or individually.
- Responsible for maintaining records on each student who is being tutored, including follow-up and periodic assessment.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Support student's development of positive attitudes toward learning and studying.
- Foster student's development of self-confidence, raises self-concept, and reduces anxiety or fear of failure in academic work.
- Encourage student's motivation in academic areas.
- Help students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.
- Assist students in developing of study skills necessary for academic success.
- Serve as role model for students.
- Assist in designing and implementing cooperative projects.



## Rincon Band of Luiseño Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



## To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

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## Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

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## OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Attends required meetings and trainings.
- Perform other related duties as required.
- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

## JOB QUALIFICATIONS

### **Education/Experience and/or Training:**

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Minimum of 12 units/credits in Child Development preferred.

### **Licenses or Certifications:**

**The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

### **Work-Related Knowledge:**

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

### Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

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**Resumes will not be accepted in lieu of completed application forms, but may be attached.**

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### Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

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### Rincon Tribal Government – Core Values

*Trust*

*Integrity*

*Open and Honest Communication*

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