JOB ANNOUNCEMENT

Title: Tutor

Requisition Num.: 2026-042

Open Date: 11/13/2026

Closing Date: Until Filled

Department: Education

Classification: Casual/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 the Rincon Tribal Government. 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.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.

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



To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to 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.

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.

OTHER DUTIES CONT'D

- Adhere to safety standards and regulations of the Tribal Council.
- Attends required meetings and trainings.
- Perform other related duties as required.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

SUPERVISION ADMINISTERED

This position typically ***does not*** require the supervision of staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

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.
- Some college coursework in education, child development, minimum of 12 units/credits in Child Development, or related field preferred.
- • Experience working with children in a school, childcare, or youth program setting.
- Ability to follow teacher direction and support structured lessons.
- Strong communication, patience and positive engagement skills.
- Reliable, punctual, and able to work scheduled program hours (including after school, summer, some evenings, and special events).
- Must pass a background check pursuant to Tribal Government policy.
- Prior experience within a tribal education program or culturally based youth program, preferred.
- Knowledge of Tribal cultural, customs, and community values.

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.

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. Benefits 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.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication