

Kwanlin Dün First Nation

A.	<u>Position Title:</u>	Tutor (Level 5)
	<u>Department:</u>	Education
	<u>Supervisor:</u>	Learning Support Coordinator
	<u>Date:</u>	November 2022

B. **Job Summary:**

Reporting to the Learning Support Coordinator, and in conjunction with the Manager, Education, Education Support Coordinators, Cultural Educator(s) and students' families, the Tutor is responsible for the individual and/or focus group design, delivery, implementation and modification of tutoring support for KDFN citizens from Kindergarten through to adulthood & post-secondary.

The role of the Tutor is to assist KDFN citizens to develop the skills needed to improve their immediate and long-term academic achievement. The tutor will provide homework support, ongoing curriculum support, the development of individualized learning strategies, as needed, and facilitate study skills. They will work closely with students, school and KDFN education staff, the students' families and support service workers.

Appreciation and incorporation of traditional practice, specific to learning while tutoring, must be respected and facilitated.

C. **Main Duties:**

1. Develop and maintain a positive working partnership with each citizen and their education support providers, to understand the student's individual learning style and educational needs;
2. Design a learning program that best meets the students' plans for academic and personal success and that improves students' learning;
3. Incorporate traditional ways of knowing, doing and understanding within study plans where applicable;
4. Design, deliver and modify tutoring support in a variety of subjects, on an individual or small group basis;
5. Provide and promote advocacy for the safety, wellbeing, and support of students, through KDFN Education, as needed;
6. Provide a welcoming and safe environment for students;
7. Establish and maintain homework clubs, as required;
8. Provide reading instruction to children and youth that promotes a lifelong love of reading;
9. Provide educational support and encouragement for students and their families;
10. Participate as a member of the education team in the planning, delivery and ongoing development of tutoring and educational programming at the House of Learning;
11. Contribute to the building of positive human relationships within the KDFN and service provider community;
12. Maintain confidentiality and professionalism in all information and work associated with this position;
13. Participate in meetings involving other members of the citizen's learning team;
14. Report on student progress, and establish and maintain a system to record/track results;

15. Perform other duties and activities as directed, within the position's scope and incumbent's expertise.

This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.

D. Education and Experience:

- Post-secondary training as a tutor, teacher, educational assistant, or related field is an asset;
- Work experience in tutoring, an individual-based program or equivalent, with learners ages 5 through adulthood;
- Experience working with students with different learning needs and abilities, including disability management;
- Experience working within a First Nations Community;
- Experience incorporating Traditional First Nations Ways of Knowing and Doing within curriculum;
- Excellent interpersonal and oral communication skills to effectively interact, relate, establish and maintain trust-based relationships with learners, their families, and service providers;
- Computer literacy, including the ability to complete curriculum-based research, utilize online learning materials and keep electronic records;
- Writing skills, including the ability to complete basic assessments, keep daily student records and write monthly reports on student progress;
- Knowledge of Yukon public school system is an asset.

Knowledge of Indigenous Peoples history with residential school, education systems and familiarity with the Kwanlin Dün First Nations history, culture, goals and aspirations is required for success in this position.

Management Skills:

- Personal organization and time management skills;
- Ability to work independently and to take initiative;
- Ability to research options for students;
- Ability to resolve conflict.

Interpersonal Skills:

- Ability to work effectively with colleagues and co-workers, community resources internal and external to KDFN and Elders;
- Patience and understanding for successful working relationships with children, youth, family members and adults;
- Tactful, courteous and respectful
- Flexibility to undertake a variety of tutoring assignments is an asset
- Positive role model to the children and their families;
- Creative thinking and problem-solving abilities.

E. Key Personal Contacts and Nature of Contacts:

<u>Contact</u>	<u>Nature of Contact</u>
Learning Support Coordinator	To obtain direction, provide and exchange information.
Manager, Education; Public School Teachers; Education Support Coordinators; Cultural	To obtain, provide and exchange information as required.

Educator(s) and Department based team

Students

Tutoring support, problem solving and increase study skills

Parents

Information exchange, answer questions and student specific planning

Outside organizations

To obtain information, coordinate workshops, arrange for presentations and consult and exchange information as required.

F. Direction/Decision Making:

Objectives for this position are developed in conjunction with the Learning Support Coordinator and Manager, Education. The tutor is responsible for managing their daily tutoring schedules, daily work priorities, determining suitable tutoring methods and tools through discussion, with other service providers and families as needed.

G. Impact and Accountability:

As the Tutor, you will be accountable for the efficient and effective delivery of tutoring within the parameters of KDFN policy, work plans, in meeting deadlines, and following the directions from the supervisor. The success of this position has a direct impact on increasing the capacity and quality of life for KDFN citizens as it relates to education, literacy and lifelong learning, many of whom are vulnerable learners. This contributes to the overall mission of KDFN to help KDFN Citizens to establish healthy communities.

H. Positions Supervised:

None

I. Working Conditions:

The incumbent works primarily out of the House of Learning with regular visits to the school when it is in session. Work may take place in a structured or unstructured setting. Respect of traditional beliefs and practices while delivering tutoring services is expected. There is potential for frequent interruption, increased noise levels at varying time of the day depending on class schedules and interactions with students and members of the public. The incumbent may deal with a considerable range of emotions when dealing with parents/caregivers and students.

J. Conditions of Employment:

All employees are expected to follow KDFN legislation and policies in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Mandatory confidentiality is a condition of employment for all staff of Kwanlin Dün First Nation.

- Satisfactory criminal records check with vulnerable sector search
- Standard First Aid certificate or willingness to complete in 3 months
- Proof of COVID-19 Vaccinations as deemed by KDFN

K. Position Approval:

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
<p>_____ Signature:</p>	<p>_____ Signature:</p>
<p>_____ Date</p>	<p>_____ Date</p>

<p><u>Manager, Human Resources:</u> (Comments)</p>	<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p>
<p>_____ Signature:</p>	<p>_____ Signature:</p>
<p>_____ Date</p>	<p>_____ Date</p>