Little Traverse Bay Bands of Odawa Indians

Job Posting

**Job Title:** Academic Support Specialist

**Department:** Youth Services Waaniigaanzijk Department

**Reports To:** Youth Services Director

**Status:** Non-Exempt

**Salary Range:** $15.98 – $22.37/hr

**Level:** B21

Part-time, 20 hours per week. This is a grant funded position, ending September 20th, 2020.

**Opens:** August 06, 2019

**Closes:** August 27, 2019

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**SUMMARY**

The YSW Academic Support Specialist works directly with tribal students (ages 6-18) after school, providing support for students in the content areas of Language Arts and Mathematics, ensuring successful preparation for High School and beyond.

**PRIMARY RESPONSIBILITIES**

- Provide support to YSW afterschool program participants during the academic school year (September through May).
- Track student progress and GPA through student progress reports, and grade reports.
- Create monthly/regular progress reports for parents and YSW grant reports.
- Regular communication with teachers and parents regarding students who are not proficient (falling below C average or below 2.0 for any course) or fall below grade level.
- Support the growth, development, and provision of a safe and nurturing environment for all students.
- Assist students in small groups, or individually.
- All other duties assigned.

**KNOWLEDGE, SKILLS and ABILITIES**

Strong interpersonal skills necessary. Must possess standard Math and English skills for grades K-12. Must love working with children and maintain a positive attitude. Must be able to navigate the internet, Microsoft Office, and educational support applications/software. Knowledge of FERPA and student privacy procedures.

**EDUCATION and EXPERIENCE**

Some college or degree preferred. Successful completion of High School Diploma or equivalency is required. Experience in K-12 tutoring, special education, youth mentorship, afterschool programs, or youth camps desired. Must be willing to participate and travel for professional and cultural trainings and certifications as assigned (tutor certification, youth mentorship training, cultural professional development and other relevant trainings).

**COMMENTS**

Indian Preference will apply in accordance with WOS 2002-04. Must be 18 to apply. Must be able to pass a stringent background check in accordance with PL 101-630. Must have valid Driver’s License, be willing to obtain a Chauffer’s License within one month of hire, and be insurable by the Tribe’s carrier.