

TITLE: Aboriginal Tutor – Secondary
SECTION: School based, secondary
REPORTS TO: Administrative Officer

#145

SUMMARY

Under the direction of an Administrative Officer, curriculum specialist, or delegate, and in co-operation with the Aboriginal Communities, provide curriculum tutoring services to Aboriginal students seeking specific academic assistance including home visits as necessary.

DUTIES

1. Tutor Aboriginal students to achieve success in specific curriculum areas and provide academic assistance by coaching, explaining and enhancing their learning experience particularly in Maths and Sciences.
 2. Assist teachers by providing individual and small group instruction and guidance to Aboriginal students.
 3. Encourage and assist Aboriginal students to research and locate learning resources for home study and to complete assignments and exercises in a timely manner.
 4. Maintain files and records, monitor student attendance and make home visits as necessary to encourage improved attendance.
 5. Liaise and participate in staff meetings, and with Aboriginal communities and parents as required.
 6. In consultation with the local community, Aboriginal communities and parents, may assist and participate in the planning, organization, record keeping, delivery and supervision of field trips, social events, sports and other activities including experiences in Aboriginal culture, heritage and spirituality.
 7. Direct and assist students to access those school, community and governmental resources available in the pursuit of educational and career goals.
 8. May, on occasion, be required to provide other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
 - 1 year minimum post secondary coursework, mathematics, chemistry, physics.
 - A minimum of two years of experience in an educational setting.
 - Sensitivity to aboriginal peoples and issues.
 - Training in motivational behaviour management, leadership and interpersonal skills.
 - Demonstrated ability to establish and maintain respect for and from students.
 - Ability to utilize a personal computer and standard classroom and office equipment.
 - An awareness of the requirement for confidentiality of sensitive information seen or heard.
 - Valid class 5 BC Driver's Licence.
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