

# Sauk-Suiattle Indian Tribe | Job Description

**JOB TITLE:** NATIVE AMERICAN LIAISON  
**DEPARTMENT:** EDUCATION  
**SUPERVISOR:** EDUCATION DIRECTOR  
**STATUS:** NON-EXEMPT/HOURLY

## Summary

The Native American Liaison will tutor Native American students and be attentive to clients' needs, especially as it pertains to study skills. Must be culturally sensitive. This position will require the liaison to be self-motivated and independently driven. Develop an honest, caring, and comfortable relationship with Native students. Promote a positive learning environment and advocate for Native students and parents in school systems.

## Essential Duties and Responsibilities

Tutor Native American students in various basic education studies by scheduling appropriate grade specific sessions and providing an after-school program to tutor students as needed.

This position will also assist the Recreation Manager with all youth events or outings. These events will require the Liaison to work evenings and/or weekends as needed.

To serve as a positive, effective communicator between the Native American student, their parents/guardians, the Sauk-Suiattle Indian Tribe, and the teacher and/or school district to help support individual academic progress. This will require the liaison to be not only stationed in the Education Department but they may also be needed at the local school districts, youth center or recreation department.

Maintain contact with each student's teachers on a regular basis. Discuss and develop an academic plan with the teacher if additional support is needed to ensure the academic success of the student.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

Associate's degree (A. A.) or equivalent from a two-year College or technical school; or at least six months related experience and/or training working with Native American children; or equivalent combination of education and experience.

## Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

- Current valid, unrestricted Washington State driver's license
- Adult & Children First Aid/CPR (or willing to obtain within 6 months of hire)
- Blood Pathogen Training (or willing to obtain within 1 month of hire)
- Valid Food Handler's Permit (or willing to obtain within 1 month of hire)
- Current Negative TB Test (Proof must be submitted)

### **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

### **Culturally Sensitive**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

### **Drug Free Workplace**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

### **Background Check**

Candidate must successfully pass a urinalysis as well as a DCYF Portable Background Check and WSP criminal background check.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**