



We are pleased to announce that we are seeking qualified applicants for the position of

HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

TUTOR – 2 POSITIONS

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 2 **High School Equivalency Program (HEP) Tutor – 2 positions**
12 hours/week, Days/Hours TBD

LOCATION: **High Desert Regional Education Center, Redmond**

START DATE: As soon as candidates are identified

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, no less than \$16.81/hr
Benefits include sick leave and paid holidays, PERS contribution

QUALIFICATIONS: DEFINITION
The High School Equivalency Program (HEP) is funded by the U.S. Department of Education. The program is designed to assist migrant and seasonal farm workers to earn their General Education Development (GED) certificate. HEP's goal is to help students further their education and knowledge so they may qualify for more rewarding employment experiences or enroll in vocational or technical schools, two-year community colleges, four-year universities or military services.

Better Together in partnership with HDESD seeks tutors to support students throughout their academic journey and help them to obtain their GED. Tutors will work closely with the Instructor/Coach and the HEP team.

Tutors are responsible for helping students to understand different GED subjects taught in Spanish. They assess, assist and encourage the students in the learning processes. These professionals also review materials used in classes, explain various topics, and answer all the doubts and questions of the student regarding the topic. Their functions are a supplementation to the classroom teaching.

QUALIFICATIONS

High School Diploma, GED, or equivalent diploma from another country will be accepted. This position requires bilingual skills in Spanish and English, as well as experience working with secondary school aged migrant students in an educational setting and knowledge of economic, social, cultural, and psychological factors influencing migrant students and families. Must be available to work a flexible schedule. Reliable transportation and consistent attendance is required. Must have knowledge of basic computer software programs. The ability to perform significant reaching, bending, stooping, crouching and lifting is expected. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Karina Smith, 541.693.5663, karina.smith@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website www.hdesd.org)
- Three (3) professional letters of recommendation (optional)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action, equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 4/12/2021

DIRECTOR OF HUMAN RESOURCES
Posting # C20-21/142

TUTOR – HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

Definition

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Classification Classified

Reports To Migrant Education Director

Performance Responsibilities

- Being able to work well with students from different backgrounds and ages
- Have a good sense of humor
- Being able to reinforce study skills
- Having good written and verbal bilingual communication skills
- Being able to motivate others.
- Having time management skills.
- Being able to serve as a role model for students.
- Having leadership skills.
- Being patient.
- Having interpersonal skills.
- Completes other duties as assigned by the Migrant program Director

Terms of Employment

Salary, benefits and vacation are established by policy and the collective bargaining agreement.