

Job Description

Job Title: 21st Century Academic Tutor

Department: Positive Youth Development

Supervises: None

Reports To: Site Coordinator/Project Director

FLSA Status: Non-Exempt

Pay Status: Regular Seasonal or Temporary – Part Time

EEO Classification: Service Workers

Date Prepared: 06/22/16

Summary: Assists with the daily activities of the summer and after school program including planning academic activities in core areas, providing recreational activities and assisting with field trips.

Essential Duties and Responsibilities:

1. Tutors a small group of students in the content area of English, Reading, or Math; utilize scientifically research-based materials and lessons.
2. Assists in developing students' cognitive capacity, increasing academic skill development, and respect for learning; foster students' self-esteem and motivation through positive interaction.
3. Be directly supervised by the Site Coordinator and Project Director for the 21st CCLC and the grant guidelines.
4. Attend scheduled meetings with Site Coordinator and Project Director to coordinate program design, evaluation process, and outreach efforts.
5. Design academic curriculum of the 21st Century Program
 - a. Ensure academic activities are aligned with district curriculum standards.
 - b. Develop individualized academic plans for all students enrolled in the Program for tutoring with input from the Site Coordinator and Project Director.
 - c. Assess students' needs and interests to design an effective academic Program.
 - d. Evaluate student progress and Program effectiveness.
 - e. Be prepared to teach each day with lesson plans, activities, and resources. If you will be absent, make sure you communicate your plans to your sub.
 - f. Respect the classroom by maintaining order and not allowing students to touch any items in the classroom that belong to the classroom teacher.
 - g. Welcome and supervise the work of leaders/volunteers assigned to your classroom.
 - h. Provide direction and encouragement to leaders/volunteers.
6. Other duties and responsibilities as directed by supervisor.

Additional Responsibilities:

1. Participate in the team process, both within the department and the corporation.
2. Attend internal and external meetings.
3. Pursue continuous education and professional development opportunities
4. Be punctual and prepared for the day. Daily / predictable attendance is expected.
5. Follow and support the discipline system utilized by the 21st Century Program.
6. Listen to the students who attend the After School Program. They need a fresh, friendly face and someone to ask them how their day went. Talk with each of them as often as possible and genuinely care about their responses. Maintain a positive attitude in your work and interaction with staff and students.
7. Follow all guidelines contained in this handbook as well as those of the school district and school you are working in. Know the rules and enforce them with kindness and consistency. Always treat students with kindness and respect.
8. Exhibit and practice courtesy, respect, and professional judgment in dealings with all students, parents, supervisors, colleagues, school administration and staff, etc.

9. Maintain confidential information about children, families or staff and do not discuss personal information in front of others.
10. Make sure accurate attendance is taken and that students are signed out when they leave the program. Attendance sheets are to be put in the designated location for your center (see Site Coordinator).
11. A staff member must be present at all times with students who are signed into the Program. Students are not allowed to go back to their classroom and/or locker without an adult. In most cases, students should not go back to their classrooms or lockers, they are responsible for bringing needed materials with them.
12. Set a positive example for the students in the Program by following the program rules. If adults follow the rules, students will also follow them.
13. Treat all people and property with respect.
14. Read all information sent to you in a timely manner. Keep it for reference if necessary.
15. Maintain open lines of communication with other Program staff and with the school staff, as well as parents/guardians. Let the Site Coordinator and Project Director know about supply needs and other matters in a timely fashion.
16. Participate in relevant workshops and trainings when requested.

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.

Education:

1. Bachelor's Degree in Education or related field
2. Must meet requirements of a certified teacher (preferred)

Experience:

1. One to three years experience working with children and adults (preferred).
2. Successful classroom teacher performance and/or tutoring experience with challenged or at-risk students (preferred)

Additional Requirements:

1. Initial and periodic physical exams required.
2. Must submit to initial and/or periodic state and/or federal criminal checks.
3. Must submit to initial and periodic drug and alcohol testing.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and/or percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions provided by supervisor. Ability to deal with problems involving few concrete variables in standardized situations.

Work Environment:

The work involves moderate risks or discomforts requiring special safety precautions (i.e. working around moving parts or machines). Employees may be required to use protective clothing or gear such as safety goggles, gloves, steel toe shoes.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to climb or balance. The employee is occasionally required to talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs, requests for service and assistance.

Interpersonal - Maintains confidentiality.

Attendance/Punctuality - Is consistently at work and on time.

Oral Communication – Speaks clearly and persuasively; listens and gets clarification.

Written Communication - Writes clearly and informatively; able to read and interpret written information.

Team Work – Exhibits objectivity and openness to others views; contributes to building a positive team spirit.

Organizational Support - Follows policies and procedures.

Judgment – Exhibits sound and accurate judgment.

Planning/Organizing - Prioritizes and plans work activities.

Professionalism – Approaches others in tactful manner; treats others with respect and consideration regardless of their status or position.

Adaptability – Able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions.

EVALUATION:

1. Performance of this position will be evaluated annually in accordance with provisions of the Board policy.
2. All employees are required to submit to a criminal record check.
3. Statement of Assurance of Compliance with Federal Laws
4. It is the policy of the Center of Hope Family Services not to discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.
5. Equal Opportunity Employer

This lists typical responsibilities, tasks and duties which are common to the positions of this classification. They are not intended to precisely define or limit the duties which may be assigned to employees, but to broadly define the types of activities the employee should expect to be assigned.

ALL ON AND OFF DUTY POLITICAL ACTIVITY IS GOVERNED BY THE HATCH ACT.

I have reviewed and received a copy of the functions and duties as outlined in this job description

Employee Signature

Date

Print Employee Name

Supervisor Signature

Date

Print Supervisor Name