



## **JOB DESCRIPTION**

### Tutor/ Educational Support

**Job Purpose:** The Tutor is responsible for offering quality homework help and academic enrichment to students primarily in the areas of math and language arts.

**Position:** Part time, hourly, non-exempt

**Rate of Pay:** \$10.00 per hour

**Direct Supervision received from:** Ed. Coordinator, CCLC Program Director

#### **Description of Duties**

- Assist students in completing assignments primarily in the areas of math and language arts.
- Track daily attendance to submit to the Education Coordinator or CCLC Program Coordinator at the end of each day.
- Assist Education Coordinator and/or CCLC Program Coordinator in tracking and monitoring outcomes mandated for monthly, quarterly, and yearly reporting
- Perform other duties as required

#### **Obligations:**

- Submit to and clear necessary background checks.
- Have own reliable transportation.
- Commit to at least one semester/school year in the position
- Ability to work after school hours until 6:00 PM on week days.
- Other hours may be flexible as needed for program.

#### **Knowledge and Skills:**

- Bachelor's Degree desired. Must have high school diploma or equivalency.
- Knowledge of Indiana Academic Standards

#### **Skills:**

- Must be able to lead and assist students in homework in the areas of math and/ or language arts on various educational levels.
- Must be able to lead and assist educational enrichment activities
- Ability to work with students on a large group, small group and individual basis
- Effective verbal, presentation and listening communication skills
- Effective written communication skills
- Able to use standard office equipment and computer software including spreadsheets, word processing, and project management tools.
- Proven ability to work in a team atmosphere and independently
- Must be able to change focus as needed
- Strong analytical and problem solving skills

#### **Personal Attributes:**

- Honest and trustworthy
- Accountable and reliable
- Respectful
- Cultural awareness and sensitivity
- Flexible
- Sound work ethics

#### **Working Conditions:**

- **Physical Demands**
  - The tutor may deliver support services in a variety of locations and may have to transport lift and carry equipment and supplies. The Tutor will have to spend long hours sitting

reading and using office equipment and computers which can cause muscle strain, and may also experience long intervals of speaking which could cause strain on the throat.

- **Environmental Conditions**

- The Tutor will have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of students. The Tutor may find the environment to be busy and noisy, and will need excellent organizational and time management skills to complete required tasks.

- **Sensory Demands**

- Sensory demands include the use of the computer, which may cause eye strain and occasional headaches. Activities and programs may be noisy and busy making it difficult to concentrate

- **Mental Demands**

- The Tutor deals with youth and families who can, from time to time, be demanding and challenging. The Tutor must remain patient and committed to the mission of the organization, and may have to engage in conflict resolution or crisis management at times.