



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 in grades 7th-12th depending on the site.

Position: Part time, hourly, non-exempt

Rate of Pay: \$7.25-\$10.00 per hour depending on education and experience.

Direct Supervision received from: Program Coordinator, CCLC Program Director

Description of Duties

- Assist students in completing assignments primarily in the areas of math and language arts.
- Submit accurate daily records including attendance and student accomplishment notes.
- 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 6:00-7:00 PM on weekdays depending on the site.
- Other hours may be flexible as needed for program.
- Participate in team building, staff meetings, and professional development as required.
- Participate with program evaluation processes.
- Follow procedures to address incident/injury and behavior issues including filing reports.
- Balance appropriate relationships to students with authority to maintain a safe environment.
- Understand and follow emergency procedures.

Knowledge and Skills:

- Bachelor's degree desired, but will accept a university or high school student with the right knowledge and skill set for homework assistance as follows:
 - Cornerstone Youth Center site needs tutors with a firm grasp of 7th grade through higher math concepts such as calculus, sciences such as chemistry, and high school level language arts.
 - Junior high sites need tutors with a firm grasp of 7th through algebra level math and 7th/8th grade level language art skills.
- The right candidate is effective and efficient in working with students to learn how to work within time constraints, progress through curriculum, develop skills to aid individual learning difficulties, catch up on assignments after absences, and address misunderstanding of tasks at hand.
- Knowledge of Indiana Academic Standards

Skills:

- Must be able to lead and assist educational enrichment
- Offer information and guidance with a positive attitude.
- Assess the level of student's ability to do the work versus the student's confidence level to be successful with the subject matter.
- Model the need to have good study habits which begin with good organization techniques.
- Determine student's learning style and best ways to approach that style.
- Show patience and continued encouragement through student's progress.
- 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 Google Suites 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**
 - A 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, using office equipment and computers which can cause muscle strain. A tutor may also experience long intervals of speaking which could cause a strain on the throat.
- **Environmental Conditions**
 - A Tutor will have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of students. A 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**
 - A Tutor deals with youth and families who can, from time to time, be demanding and challenging. A 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.