



*Investing in Awesome Kids!*

# Enrichment Academy Tutoring Position

## Description:

### **Tutor**

### **Part-Time, Seasonal**

Our goals are to increase student achievement in Reading and Math and to provide a core content based aligned tutoring program. To accomplish this, Enrichment Academy Tutoring provides Supplemental Education Service (SES) tutoring through the Elementary and Secondary Education Act (ESEA). Services include individualized small group instruction with two sessions per week per eligible student.

**The Enrichment Academy Tutoring Tutor** will work under the supervision of the Regional Manager to coordinate and implement a high quality SES program and will work to maintain an enriching and positive work environment.

Responsibilities include:

#### **Operational:**

- Follow all safety procedures
- Secure student signatures on attendance sheets daily
- Input student and teacher attendance electronically on a daily basis
- Call parents of absent students within 4 hours of close of tutoring session
- Administer pre, post and formative assessments in appropriate testing environment
- Distribute required forms to students to take home for signature
- Arrive prior to the start of instruction and prepare instructional area for students
- Instruction of daily lesson plan and appropriate documentation on all students
- Submittal of Progress Reports on a monthly basis
- Staying with students until picked up by an authorized person or escorted to authorized transportation
- Actively and effectively encouraging student participation and attendance
- Notifying Regional Manager ahead of time in the event of your absence
- Complying with all Enrichment Academy Tutoring procedures and district school rules and regulations
- Immediately notifying Regional Manager of parent concerns/complaints

**Communications:** Tutor must maintain an effective communication system with school personnel, parents, prospective and participating students, Regional Manager, Executive Director and Administrative Coordinator so that appropriate and vital information will be dispersed in a timely fashion.

#### **Program Training:**

- Complete initial and ongoing training as required
- Participate in all meetings, workshops, and activities organized by team on as needed basis

**Ideal person should also be able to:**

- Demonstrate sensitivity and responsiveness to cultural differences
- Maintain appropriate professional boundaries with staff, parents, children and community resources
- Demonstrate the ability to manage diverse staff and possess strong conflict management skills

**Skills/Experience Required**

- Current teaching certification
- Experience in a classroom environment
- Strong classroom management skills
- Be able to pass a Fingerprinting and Criminal Background Check
- Organized with strong verbal and written communication skills; strong listening capabilities; Courteous and professional conduct
- Self-starter and problem-solver with strong initiative and demonstrated ability to create a positive learning environment

**Compensation**

- \$25 per hour