

Memo

To: Program Directors
From: Sarah Childress
Date: January 19, 2021
Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: Tutor/Certified Tutors (multiple positions available)

Location: Hamblen County- John Hay, Lincoln Heights, Union Heights, Meadowview and Lincoln Heights Middle

Program: 21st CCLC

Position Summary: Provides tutoring, enrichment activities and mentoring to students in the afterschool program.

Duties and Responsibilities:

- Implement reading/language arts and math enrichment lesson plans/activities.
- Provide homework assistance.
- Implement Attendance Works strategies.
- Implement positive discipline strategies.
- Implement social/emotional skill building activities, such as service learning and coaching.
- Implement hands-on art projects provided by community art educators.
- Implement health, nutrition and fitness activities.
- Model appropriate positive behavior and attitude towards learning, school and in working and communicating positively with others.

- Build positive family relationships.
- Provide daily positive feedback to students.
- Assess student progress and assist Site Coordinator as needed.
- Maintain on-going working relationships with teachers of enrolled students.
- Engage in professional development activities to increase knowledge base.

Experience and Skills Requirements:

- Tutor- High School diploma or GED. Preference will be given to individuals holding an Associate's Degree and/or additional experience in working with students in an academic setting.
 - At least 3 years' experience tutoring or mentoring at-risk students.
- Certified Tutor- Bachelor's degree in education along with a State Teacher's Certification required.
 - Minimum of two years teaching experience preferred.
- Work cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.

Hours and Benefits: Part-time; Non-exempt

To Apply: Send resume to: DCEA Human Resources, Attn: Tutor/Certified Tutor Hamblen, P.O. Box 1218, Morristown, TN 37816 or email to awhite@douglascherokee.org.