

Memo

To: Program Directors
From: Sarah Childress
Date: August 14, 2020
Re: Position Opening

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

Job Title: Tutors/Certified Tutors

Location: Union County

Program: Afterschool Program

Position Summary: Provides tutoring, enrichment activities and mentoring to students in 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 attitudes toward learning, school, and in working and communicating positively with others
- Build positive family relationships.

- Provide daily positive feedback to students
- Assess student progress

Education 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
- Certified Tutor- Bachelor's Degree in education along with a State Teacher's Certification required

Experience and Skills Requirements:

- Tutor- At least 3 years' experience tutoring or mentoring at-risk students
- Certified Tutor- A 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: Tutors/Certified Tutors,