

# Memo

To: Program Directors  
From: Sarah Childress  
Date: September 23, 2020  
Re: Position Opening

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

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**Job Title:** Tutors and/or Certified Tutors

**Location:** Hamblen County

**Program:** 21<sup>st</sup> Century

**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.
- 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.
- Assist Site Coordinator as needed.
- Provide continuous feedback of student's success/weakness to Site Coordinator throughout tutorial/parenting activities.
- Collect data for evaluation as required by Site Coordinator.
- Maintain current awareness in their field of expertise.
- Work cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.
- Engage in professional development activities to increase knowledge base.
- Model appropriate positive behavior and attitudes toward learning, school, and in working and communicating positively with others.
- Build positive family relationships.

#### **Education Requirements:**

- Certified Tutor- Bachelor's degree in education along with a State Teacher's Certification required.
- Tutor-At least 3 years' tutoring or mentoring at-risk students.

#### **Experience and Skills Requirements:**

- 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, P.O. Box 1218, Morristown, TN 37816.