

Tutor Job Description

JOB SUMMARY:

This position will initially be part-time with the option to move to full-time based on the needs of the school. The Course Instructor reports directly to the Director of Education (Principal). This position will provide one-on-one tutoring to students in a given subject area. This position will work closely with course instructors, students, and parents to aid in the student's success in a course.

MINIMUM QUALIFICATIONS:

1. Highly qualified in teaching area
2. Must possess excellent oral, written, and interpersonal communication skills to communicate with students, parents, faculty, and administrative staff.
3. Ability to demonstrate problem solving and decision-making abilities to facilitate the high school learning experience and perform the functions described.
4. Must possess the ability to convey a professional image, as well as effectively represent the organization as appropriate in its relationship with the community.
5. Must have access to Internet and email.

Software Requirements: Moderate knowledge of MS Office (Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

1. Must be able to see a computer monitor.
2. Must be able to perform work at a computer terminal for 6-8 hours a day, and function in an environment with interruptions.
3. Must be able to use a telephone or headset equipment.
4. Must be able to lift twenty (20) pounds).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES:

- Instructs students within the assigned content area
- Responds to student issues and concerns via email or telephone promptly.
- Maintains accurate records and provides updates pertaining to students progress in tutoring sessions.
- Develops and maintains relationships through regular interaction and communication with academic staff, faculty, students, and parents; advises the principal and educational facilitator of class and student needs.
- Be familiar with, and attend to, the needs of special education students,; including attending Individualized Education Programs (IEP) meetings.
- Participate in all required training courses on an annual basis.
- Perform other related educational duties as assigned.