



230 NE 9<sup>th</sup> St., Bend, OR 97701 • (541) 419-3324 • info@samaralearningcenter.org • www.samaralearningcenter.org

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**We do not currently have a specific tutoring position open.**

**However, if you are a general, dyslexia, or specialty tutor that is interested in working under the umbrella of an organization that can help you advertise, manage payroll taxes, and offer access to materials, training, and collaboration with other educators/specialists, contact Heather Chatem at [heather@samaralearningcenter.org](mailto:heather@samaralearningcenter.org).**

**JOB POSTING**

<b>Position</b>	<i>General, Dyslexia, or Specialty Tutor (hourly)</i>
<b>Reports To</b>	<i>Executive Director</i>
<b>Posting Date</b>	<i>11/28/21</i>
<b>Closing Date</b>	<i>Ongoing</i>
<b>Rate</b>	<i>\$20.00-\$45.00</i>

**Job Purpose**

Along with assisting kids in specific academic/study skills, Samara is known for incorporating executive functioning and Success Attributes into our programs. Most of our students have been diagnosed with learning challenges such as ADD/ADHD, learning disabilities (dyslexia, etc.), high functioning Autism, school phobia, etc. We believe in the importance of tutoring to support and facilitate growth in a child’s weak skill areas, but we also believe a child shouldn’t have to work on what they aren’t good at all day long. Therefore, we try not to add on more to their “to do” plate by utilizing their schoolwork they need to get done anyway. If you have a specific program you are interested in implementing (even if it conflicts with the get schoolwork done idea), we are open to discussion.

We currently only offer tutoring via online. We can teach you how to do it, as well as strategies to keep children engaged, determine if they are paying attention, and actually watch them in real-time doing things like math computation.

**Duties and Responsibilities (Some of these may not be applicable, but generally are including, but not limited to)**

**ALL EMPLOYEES**

- Follow FERPA, IDEA, and HIPAA, which are U.S. legislations that provide data privacy and security provisions for safeguarding information.

**TUTORING**

- At this time, you would do your own scheduling.
- Academic Skills
  - Check students grades, current assignments, missing work, available resources, etc.
  - Assist students in academic skill development and understanding towards more academic independence and success
  - Assist in the navigation and independent use of academic resources
  - Be aware of student's strengths and challenges and corresponding strategies they may best assist in students' independence and academic success
- Study Skills
  - Assist students in studying for upcoming quizzes/tests, as well as maintaining needed academic skills (multiplication facts, Spanish vocab., etc.)
  - Observe potential patterns of areas of difficulty in assignments and past exam performances, and then assist students in determining ways of studying/skill development that work with their strengths and/or potential resources.
- Executive Functioning
  - Guide students in determining school work to prioritize
  - Help students stay on task
  - Assist in cleaning and organizing backpack, binder, etc.
  - Teach and cue use of time planning tools, such as planner, Google calendar, etc.
- Success Attributes
  - Proactivity, such as guiding students to contact teachers, peers, etc. in such situations such as: absent from school, forgot assignment, doesn't understand assignment, etc.
  - Perseverance, such as assisting kids with learned helplessness and/or low self-esteem to develop resiliency, grit, etc.
  - Self Awareness, such as building students', parents', and school staff's awareness of the students' strengths and challenges.
- Emotional Coping Strategies
  - Goal Setting, such as advising on planning for class forecasting
  - Establish and maintain standards of student behavior to provide an orderly, productive environment.

## **Qualifications**

- BA/BS
- Tutoring/Teaching experience
- Ability to pass a background check
- Proficiency in academic skill focus
- Able to develop positive rapport with students
- Excellent communication skills
- Reliability
- Computer literate
- Covid-19 Vaccination

## **Working conditions**

During the pandemic, tutors will work (tutoring and staff meetings) via online.

## **Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for long periods of time, and talk or hear. The employee is regularly required to use hands and fingers to handle or feel; reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must lift, carry and move a minimum of 10 pounds on an occasional basis. Must be able to type on a computer keyboard and use a computer monitor on a frequent and regular basis.

To apply, please send Cover Letter and Resume to [heather@samaralearningcenter.org](mailto:heather@samaralearningcenter.org) with subject line "Tutor Position, [your last name]."