



JOB POSTING

Position	Tutor (part-time, hourly, non-benefited)
Reports To	Head of Tutoring/Center Director
Posting Date	11/29/21
Closing Date	When position is filled
Rate	\$16.00-\$25.00

Job Purpose

Samara is looking for an academically well rounded skilled tutor to supervise and work directly with middle and high school students to assist students in academic skills, study skills, executive functioning, success attributes, etc. in **Samara Learning Center's small group tutoring program**. Furthermore, the tutor is required to pursue pertinent tasks to support student's likely success in the tutoring program, such as communicating with parents and school staff. Most of the students of our small group tutoring program are **middle and high school students** that have been diagnosed with learning challenges such as ADD/ADHD, learning disabilities (dyslexia, etc.), high functioning Autism, school phobia, etc. When time allows, the tutor will assist in clerical tasks, primarily regarding Samara's tutoring or school programs. There is a priority in hiring tutors who are competent in Algebra 2/Trigonometry and Chemistry.

Duties and Responsibilities (including, but not limited to)

ALL EMPLOYEES

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

TUTORING

- 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.

CLERICAL/OTHER

- Answer/respond to communications (phone, emails, etc.)
- Organize papers
- Grade school papers/input grades
- Online research for things like resources, etc.

Qualifications

- BA/BS
- Tutoring/Teaching experience
- Ability to pass a background check
- Proficiency in math in at least algebra and geometry
- Able to develop positive rapport with students
- Excellent communication skills
- Reliability
- Type at least 40 wpm
- Computer literate
- Covid-19 vaccination

Working conditions

Tutor will primarily work within a classroom setting in collaboration with the Head of Tutoring. Teaching materials will be accessible within the classroom.

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 with subject line "Tutor Position, [your last name]."