



Job Description

Job Title: Tutor

Supervisor: Program Coordinator

Classification: Part Time – no guarantee of hours

Hourly Position: \$25/contact hour DOE

Position Objectives:

Tutors work regularly and directly with students in support of their individual goals. They are directly responsible for the relationship EPLP develops and for student achievement. Tutors may conduct one-to-one or small group sessions depending on the needs of the students. As such, they are expected to do the following:

Position Description/Responsibilities:

Student Appointments/Scheduling:

- Manage student appointments and maintain updated tutoring calendar
- Email/text reminders to each student/parent the day/evening before scheduled appointment
- Communicate any changes/cancellations and document late-cancels and no-shows with the Executive Director
- Accurately maintain and submit tutor timesheet

Professional Responsibilities:

- Maintain an orderly, well-organized learning environment with minimal distractions for the student
- Prepare lesson plans and review subject content as needed in advance to prepare for tutoring sessions
- Use educational approaches best suited to the student, modifying the approach and/or schedule when indicated as the student progresses
- Identify and implement strategies to build student's self-confidence and self-esteem
- Regularly communicate student's progress and issues of concern to the Executive Director
- Participate in the initial meeting with student/parent(s) to:
 - Explain EPLP and discuss needs, goals and objectives
 - Agree on a tutoring schedule
 - Complete the Goals & Objectives for Tutoring with students, parent(s), and Executive Director

- At the end of the semester, or more frequently as desired, complete the student evaluation form with the student/parent(s) and the Executive Director

General Responsibilities:

- Promote EPLP in the community and assist in student outreach
- Represent EPLP and its mission in a professional manner at all times
- Adhere to all Board-established policies and procedures
- Promptly respond to email, text and phone messages from staff and students
- Communicate with the Executive Director any periods of time scheduled to be out of town and unavailable
- Always be alert to student safety
- Assist with student contact, when needed, including:
 - Greeting and acknowledging individuals in the lobby
 - Providing student enrollment packets to students/parents
 - Answering general questions when possible and directing to the Executive Director for additional information
 - Referring students to the Conexion - Programa Espanol for Spanish assistance
 - Accepting student payments if the office is open and others are occupied
 - Relaying messages and paperwork to other staff members using established procedures

Working Environment/Physical Requirements:

- Works in an office environment as well as outside the office.

Other duties as assigned by Program Coordinator and Executive Director

Qualifications:

- Master's Degree and 2 years of tutoring/teaching experience *or* Bachelor's degree and 5 years of tutoring/teaching experience.
- Demonstrated knowledge and expertise in the areas of support to student achievement
- Experience working directly with students of the age and skill range required of tutoring position