

Job Title

Tutor

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
N/A	Michelle May	Non Exempt	Michelle May	Terri Bohzar	2020-05-12

Job Summary

- Provides academic instruction to students on an individual or small-group basis for proactive or remedial purposes.

General Accountabilities

- Provides private instruction to individual or small groups of students to improve academic performance.
- Teaches students study skills, note-taking skills, and test-taking strategies.
- Assesses students' progress throughout tutoring sessions.
- Collaborates with students, parents, teachers, supervisors to determine students' needs, develop tutoring plans, and assess students' progress.
- Communicates progress to students, parents or teachers in person, by phone, or by email.
- Develops teaching materials, such as worksheets, study materials, or quizzes.
- Identifies, develops, or implements intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- Maintains records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.
- Prepares lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- Maintains professionalism when communicating with students, parents, coworkers and administration.
- Aids in the upkeep of the center with duties that are to be determined or changed at any time.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Enrolled in High School, or Graduated High School or higher.
- GPA: High School- 3.5 and/or College- 3.0
- Experience: Leadership experience recommended

Skills

- Excellent verbal and written communication
- Learning strategies
- Instructing
- Problem-solving
- Active listening
- Social perceptiveness
- Service orientation
- Caring
- Creative
- Some computer software knowledge recommended but not required.