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Job Title

Credential Teacher

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Tutor	Michelle May	Non Exempt	Michelle May	Terri Bohzar	2020-07-14

Job Summary

- Prepares lesson plans and instructs students in individual and group activities designed to promote social, physical and intellectual growth.

General Accountabilities

- Instruct students individually and/or in groups, adapting teaching methods to meet students' varying needs and interests.
- Develops lesson plans for online and in-person instruction.
- Prepares materials and classrooms for class activities.
- Establishes clear objectives for all lessons and projects and communicates those objectives to students.
- Assists students who need extra help by tutoring, preparing and implementing remedial programs.
- Assigns lessons and corrects homework.
- Establishes and enforces rules for behavior and procedures for maintaining order among students.
- Meets with parents or guardians to discuss student progress and to determine priorities for the student and their needs.
- Prepares students for advancement by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Observes and evaluates student performance, behavior and/or social development.
- Assesses needs of class participants and modifies class content or teaching methods to meet those needs.
- Conducts quality assurance audits and participates in committees and meetings to receive and report information.
- Demonstrates ability to lead and facilitate diverse groups of people with the understanding of group dynamics.
- Participates in professional training and/or coursework as needed and required.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Master's degree in field of course instruction
- Experience: 1-2 years of related experience; or equivalent combination of education and experience

Skills

- Excellent verbal and written communication
- Social perceptiveness
- Instructing
- Learning methodologies
- Active listening
- Active learning
- Critical thinking
- Problem solving
- Complex problem solving