



Academic Tutor Level 1 Job Description

Qualifications

- **Required**
 - Working toward a college degree in the field of education or subject area to be tutored.
 - Experience working with elementary aged children
 - Possess a passion for helping students learn
 - Have the knowledge and skills to help students find new ways to look at difficult skills and concepts
 - Have patience to work with students that may be having trouble understanding the current grade-level content.
 - Have a positive attitude and know ways to motivate students when they become frustrated by material they do not understand.
 - Transportation to and from client's home.
- **Preferred**
 - Bachelor's degree in the field of education or subject area to be tutored.
 - 2 or more years working in the education setting

Role & Responsibility

- To assist students in becoming independent learners
- To identify students' area(s) of strengths and weaknesses
- To refer students to effective study skills techniques, such as online and library resources
- To assist students in reaching a higher level of competence in a particular subject area
- To assist students in becoming active in the learning process
- To aid in the development of a positive approach toward learning
- To provide a supportive and encouraging environment where learning takes place at the students' pace
- Help students develop study skills and organization techniques to help improve their academic performance
- Keep reports on students and share those reports with supervisors and parents
- Supervising individual/groups of students, providing discipline and serving as a role model.

Primary Grades

- 3rd thru 6th

Schedule

- Up to 20 sessions per week, Monday thru Thursday between the hours of 3 p.m. and 9 p.m.

Pay

- \$10.00 to \$15.00 per session