

## **SES Literacy Tutor**

Non Exempt / Part Time/ Temporary

Employment Dates: December 2009 –May 2010

Compensation: \$15.00 per completed tutoring session

### **POSITION SUMMARY:**

Reporting to the SES Program Specialists, this position is responsible for tutoring academically at-risk students perform better in school by providing literacy/reading tutoring. Specifically, tutors will be working with 1 to 3 students from Kindergarten through eighth grade students in the student's home or at a community site.

### **REQUIRED QUALIFICATIONS:**

- Completed a **minimum** of 48 college units or paraprofessional certificate
- Literacy tutoring experience and depth of knowledge about literacy/reading development
- Ability to read and write in English fluently
- Able to work productively and effectively with children
- Self starter, ability to work independently and with little supervision
- Ability to manage students' behavior and engage students in daily lesson
- High degree of motivation, initiative, and energy
- Flexibility and leadership skills, but also a willingness to take direction
- Good communication, verbal and written skills
- A strong sense of commitment and reliability

### **RESPONSIBILITIES:**

- Establish and maintain tutoring schedule with families
- Tutor 1 to 3 students per session, in the student's home or at a community site
- Meet goals of program:
  - Assist students in improving their reading skills by one grade level by the end of the program.
  - Ensure students complete number of allocated tutoring sessions
- Follow lesson plans and/or develop individualized literacy activities for students
- Complete and submit student logs and other paperwork on attendance and student progress
- Other related tasks

### **ESSENTIAL SKILLS AND EXPERIENCE:**

Liberal Studies and/or Education related major, preferred; experience working with children in literacy tutoring. Must be able to work afternoons and early evenings Monday – Friday; and Saturdays

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; reach with hands and arms; stoop; kneel; talk and hear. The employee must occasionally lift and/or move up to 25 lbs (including books, binders, and educational materials). Vision abilities required by this job include close vision, distant vision, color vision, and the ability to focus.

(continued)

Interested? Contact and/or send resume to:

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