

## OPTIONS FOR YOUTH JOB DESCRIPTION

**Job Title:** Math Tutor

**Dept:** Instruction

**Work Class:** Professional

**Reports To:** Lead Teacher or other designated Supervisor

**FLSA Status:** Non-Exempt

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### **GENERAL SUMMARY:**

Primary responsibility is to assist teachers in teaching the necessary concepts to students within the designated math units.

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% CAHSEE pass rates and all charters achieve a 9 or 10 compared to similar state wide average. This position provides direct instructional support 100% of the time.

### **ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO:**

- Instructs students in Math within a small classroom environment and/or one on one situation.
- Communicates with Teacher, advising them on the conduct and performance of their students while they are participating in any classroom instruction.
- Meets with students to discuss areas of development.
- Counsels students in subject area concerns.
- Monitors student performance within the areas of class work, attendance and discipline as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to communicate effectively, verbally and in writing, with teachers, co-workers, and business contacts in a courteous and professional manner.
- Strong organizational skills and attention to detail.
- Ability to work as a team player with colleagues and administrators.
- Ability to work independently and efficiently, exercising reasonable judgment, in a fast-paced, multi-task environment with minimal supervision.
- Access to daily reliable transportation.
- Ability to organize a variety of tasks locally and in different geographic areas.
- Ability to handle daily classroom instruction.
- Proficient math knowledge thru Algebra II and Geometry.
- Assists with other projects, functions and duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED:**

- Proficient computer knowledge and previous experience with Microsoft software.
- Ability to share life experiences with students in relation to the class content.
- Ability to engage, motivate, support and encourage at-risk students coming from a variety of educational, socio-economic and cultural backgrounds.

- Provide an energetic classroom experience and tutoring.
- Ability to provide an example of strong self-esteem, confidence and leadership.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **EDUCATION AND EXPERIENCE:**

- Minimum high school degree

\*The specific statements shown in each section of this description are not intended to be all-inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.