



Tutor
Job Description

Team Member:		Supervisor:	Charlie Jennings, ED Jackie Anderson, PD
FLSA (Exempt/Non-Exempt):	Non-Exempt	Position(full- or part-time)	Part-Time
Location:	ORYDS Kansas City, KS	Travel Required:	None
Hours:	Tuesdays & Thursday 4PM to 8PM	Supervises:	None
Last Updated (date & by):	08.29.23 Jennings	Other:	N/A

Department: Curriculum, Instruction and Professional Development

Responsibilities for Tutors:

Facilitate students' academic, social, and motor skills by performing the following duties:

- Assess student's academic performance and skill sets with software tools,
- Provide instructional activities to assist student in completing school assignments,
- Implement curriculum to meet developmental goals and instructional activities,
- Prepare lesson materials,
- Evaluate and give feedback to students,
- Exercise open and respectful communication with families, co-workers, supervisors, and other school staff/volunteers,
- Communicate high expectations to all learners,
- Incorporate appropriate use of technology,
- Measure progress and accomplishments of students towards their academic achievements on a regular basis and provide progress reports as required,
- Create and keep records on attendance, academic, incidents, and other noteworthy events in accordance with guidelines and program policies,
- Manage student behavior in accordance with outlined guidelines,
- Provide a safe, thriving, and respectful environment for all students in tutoring and on the school campus,
- Implement COVID-19 procedures and protocols with consistency,
- Mentor students in character strength guidelines as outlined by programming,
- And any other required tasks for the position.

Qualifications for Tutors:

- Bachelor's degree from an accredited university,
- 1 year or more of teaching/tutoring experience,
- Highly developed oral and written communication skills,
- Ability to build relationships effectively and professionally with families and students,

- Experience developing and implementing curriculum,
- Demonstrated experience and/or training in current techniques and skills in teaching corresponding levels of students,
- Physically able to handle frequent sitting, stooping, bending, pushing, pulling, walking, and moving throughout the campus,
- Able to create a positive, inviting, and safe learning environment,
- And proven ability to maintain a safe and student tutoring environment.

Preferred Qualifications for Tutors:

- KS teaching certificate/license for corresponding age/grade level,
- 3 years or more of teaching/tutoring experience,
- Experience with ORYDS Summer Enrichment Program,
- Teaching experience in urban schools and working with underserved populations,
- Teaching experience with trauma informed practices,
- And use of social emotional learning skills.

Pay and Benefits:

- Tutors will be paid \$25/hour.
- They will work from 4PM to 8PM, Tuesdays and Thursday during the Kansas City, KS, School year.
- Tutoring will continue during school breaks and holidays with the exception of winter/Christmas break and summer break as well as any federally recognized holidays. A schedule will be provided each semester for staff, volunteers, students, and their families.
- For more information, please see Lift Them Up Policy and Procedure Manual.