



### **Tutors for All/Codman Academy Charter School Tutor**

#### **Overview:**

**Tutor a 9<sup>th</sup> or 10<sup>th</sup> grader at Codman Academy during the 2011-2012 school year.**

#### **Duties:**

- Create and execute lesson plan for each tutorial session
- Proctor student assessments and tailor tutorial to fit student's growing skill knowledge
- Use creativity to engage student in difficult lessons
- Serve as an example of college success for your student
- Grade your student daily on participation, effort, and respect
- Work as a member of a team of tutors who reflect, plan, and problem solve together with the help of two supervisors
- Prepare progress reports and report cards for students
- Periodic clerical work: filing curriculum, calling parents, etc
- Hold students accountable for code of conduct
- Attend mandatory training before start of tutorial program

#### **Special requirements:**

- Passion for working with urban youth.
- Adherence to strict professional standards as regards to conduct, dress, timeliness, etc.
- Eagerness to reflect on and improve performance.

#### **Schedule:**

Saturdays, 8:30-12:30 and/or 1:30-5:30

#### **Location:**

Codman Academy  
637 Washington Street, Dorchester  
(Easily accessible by public transportation)