Tutor Job Description Overview:

Tutor a middle or high school student in academic mindset, basic math, or literacy during the 2013-2014 school year.

Duties:

• Create lesson plan for student in preparation for each tutorial session
• Execute lesson plan in either basic math or literacy (please provide preference in correspondence)
• 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 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 Boston youth.
• Adherence to strict professional standards as regards to conduct, dress, timeliness, etc.
• Eagerness to reflect on and improve performance.

Interested? Apply online: www.tutorsforall.org/apply