



NATIVES PROGRAM TUTOR

Position Summary

The purpose of the NATIVES Program Tutor is to support and assist k-12 students in understanding key academic subjects and concepts through review, practice, re-framing and reteaching one-on-one or small group lessons that cater to individual student and/or group needs. Through the use of positive and constructive feedback, this position is designed to help students build robust study habits and skills intended to build student confidence and improve academic performance. By expanding study strategies, note-taking skills and teaching different approaches to answering questions, this position may be tasked with supporting student efforts to complete homework assignments, academic projects, test preparation, papers, research and other academic tasks.

Supervisory Relationship

This position is supervised by the NATIVES Program Coordinator. This position does not supervise others.

Essential Functions

1. Partner with NATIVES Program Coordinator to determine location, times, and subjects for tutoring sessions. Communicate concerns to the NATIVES Program Coordinator.
2. Collaborate with students to set reasonable, achievable, and value-added goals and celebrate achievement.
3. Work with classroom teachers to obtain rubrics, practice guides, or missing work in order to assist and support the student.
4. Provide positive, timely and meaningful feedback to students.
5. Support key concepts, especially those learned in the classroom
6. Provide feedback to students, using positive reinforcement techniques to encourage, motivate, or build confidence in students.
7. Review learning material with students; discussing text, working solutions to problems, or reviewing worksheets or other assignments.
8. Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
9. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to work effectively and collaboratively with diverse students, staff, and community.
2. Ability to communicate information and ideas in speaking so others will understand.
3. Good verbal and written communication with several stakeholders.
4. Demonstrated knowledge of academic best practices for specific subjects and assignments, including research and writing tactics.
5. Establish and maintain professional boundaries and positive relationships with students and families.
6. Reliability, dependability, patience and compassion.

7. Ability to demonstrate creativity and flexibility in order to personalize their learning approach for individual students.

Minimum Qualifications

- High School Diploma

Working Conditions

- Tutoring schedules will vary. Tutors must provide flexible learning times to accommodate student/family schedules.
- Tutors are expected to provide up to two hours per week of support for students.
- Must possess physical and mental capability to successfully perform the essential functions and responsibilities of a NATIVES program tutor.

ADDITIONAL INFORMATION	
Employee Unit	This is a non-represented position
Pay Grade	\$12.75 per hour
Reviewed and Approved by	Karen M. Hardin, Director of Human Resources
Last Revised	December 15, 2021