

Active Learning

After School Elementary Tutor: Math and Reading

Compensation: \$18-\$25 per hour

Benefits: Flexible Schedule

Hours: 10-20 hours per week



ACTIVE LEARNING

SUMMARY

After School Elementary Tutors will provide academic support and guidance to elementary school students outside of regular school hours. Tutors will help students strengthen their understanding of core subjects, develop study skills, and achieve academic success in a supportive and encouraging environment. Our tutors have a passion for education and a commitment to supporting students' academic growth and development. Tutors play a vital role in helping elementary students achieve their academic goals and build confidence in their abilities.

ESSENTIAL FUNCTIONS

- Conduct large group, one-on-one and small group tutoring sessions with elementary students in core subjects such as mathematics, reading and writing.
- Adapt tutoring techniques and instructional materials to meet the individual learning needs and learning styles of each student.
- Assist students with completing homework assignments, projects, and preparing for tests or quizzes.
- Provide explanations, clarify concepts, and teach study strategies to help students improve their academic performance.
- Develop and reinforce essential academic skills including reading comprehension, mathematical problem-solving, writing proficiency, and critical thinking.
- Teach and reinforce effective study habits, organizational skills, and time management techniques.
- Monitor student progress through informal assessments, practice exercises, and periodic evaluations.
- Maintain accurate records of tutoring sessions, student attendance, and academic achievements.
- Communicate progress updates and feedback to students, parents, and teachers as needed.
- Collaborate with teachers and school staff to align tutoring sessions with classroom curriculum and instructional goals.
- Ensure a safe and supportive learning environment for students during tutoring sessions.
- Follow established protocols for student supervision, behavior management, and emergency procedures.

KNOWLEDGE, SKILLS, ABILITIES AND REQUIREMENTS

- Patient, empathetic, and encouraging demeanor to motivate and inspire students.
- Adaptability and flexibility to tailor tutoring sessions to meet diverse student needs and learning styles.
- A good knowledge of safety principles and practices.
- Ability to maintain operating records and to prepare reports and recommendations.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to work collaboratively with ED, Program Manager, school site administration and teaching artists.
- Ability to work well with people and demonstrate a sensitivity to the needs of children and families.
- Computer proficiency in Google Suite, as well as software applications relevant to area of responsibility.
- Excellent time management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.
- Self-directed and able to work independently
- Excellent multitasking and organizational skills
- Strong written and verbal communication skills
- Prior experience in teaching, tutoring
- TB test clearance to be renewed every 4 years.
- Must pass a background check.
- Current certification in Pediatric CPR/First Aid.