



The Lincoln Center for Family and Youth
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JOB DESCRIPTION

Title: Middle School Math/Science Tutors (3 positions are available)

FLSA: Non-Exempt (hourly)

Reports To: TLC Chief Operating Officer

Summary: These positions will provide math and science tutoring services to middle school students at one of three (3) middle schools in the Norristown Area School District (NASD) in order to meet the requirements of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) program. The GEAR UP program is funded by a U.S. Department of Education grant and provides services and resources to a cohort of students with the goal of increasing high school graduation and college awareness, acceptance, and readiness.

The part-time position will provide an average of 20 hours of tutoring services (individual and/or group) for the second semester of the 2018-2019 school year (Jan-May) and for the entire 2019-2020 school year (Sep-May). The position will work with 6th and 7th graders during the 2018-2019 school year and with 7th and 8th graders during the 2019-2020 school year. The position can be renewed each year up to the grant duration of seven (7) years.

Essential Functions & Responsibilities:

- Collaborate with teachers to plan, prepare and deliver tutoring and instruction that facilitate active learning
- Provide instruction according to each student's needs, abilities and achievements, placing emphasis upon the basic skill areas
- Provide a variety of learning materials and resources for use in educational activities
- Use relevant technology to support and differentiate instruction
- Observe and evaluate student's performance and development
- Encourage and monitor the progress of individual students and uses information to adjust teaching strategies
- Communicate necessary information regularly to students and school staff regarding student progress and student needs
- Work cooperatively with counselors, other staff and all other members of the Public School District; attend meetings as scheduled and necessary
- Ensure high standards of professional practice and quality of teaching and learning of subjects while maintaining high flexibility
- Promote the wellbeing and general progress of individual students and groups entrusted to the tutor
- Assess, record and report on the development, progress, goal attainment and behavior of one's students

- Skills:**
- Ability to be flexible and meet deadlines
 - Multi-tasking capability
 - Strong client relationship-building skills
 - Ability to communicate clearly
 - Strong organizational skills
 - Detail oriented

Education and Experience: Minimum Associates degree in general education with emphasis on math or science. Bachelor's degree preferred but not required.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Hours of Work: This is a part-time, 20 hours per week, 10-month position for duration of grant period

Work Environment: Office and school settings

Travel: Travel is not expected but flexibility is required

EEO Statement: Our Company is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.