

JOB DESCRIPTION

PDY/PAY Afterschool

Tutors are vital to the classroom setting and work under the supervision of the Lead Teacher to give students additional assistance and instruction. The primary job of a tutor is to provide academic instruction and assistance to students on an individual or small-group basis. Tutors work with students to improve their academic performance while working closely with both PDY/PAY faculty and students to assess and determine the needs and extent of tutoring required.

Duties & Responsibilities

- Assists students with homework, organization, time management and basic skills
- Provide constructive feedback about student academic progress
- Tutor students in specific subjects such as reading, math, science, etc.
- Engage and work independently with a group or one-on-one with students
- Document students' progress and report to assistant teacher and lead teacher
- Assist with maintaining a clean and safe classroom
- Participate in classroom or staff meetings/trainings
- Assist with whatever needs to be done.

Additional Qualifications

Below are skills needed to ensure you are adequately preparing your students to accomplish the goals of PDY/PAY Afterschool Program:

- Demonstrate punctuality and reliability
- Demonstrate excellent interpersonal skills
- Be proactive; see the needs of the classroom/lead teacher and be prepared to assist with activities outside of the normal homework time
- Dress appropriately for a student-centered environment
- Perform other duties as assigned by Program Administration
- Exhibit patience, resourcefulness and people skills