

JOB DESCRIPTION

Educational Tutor/Mentor

Job summary

Our educational & mentoring program seeks talented, experienced, Educational Tutors/Mentors in all subject areas, for students between grades 3 and 12. We help both struggling and gifted students reach their full potential by supplementing the instruction they receive in class, by guiding them toward building their own strong network of people promoting educational and personal growth and development. Tutors/Mentors work with individual students one-on-one, though we will occasionally organize group activities for students who are studying the same material. Our team offers compassionate, motivating assistance to students, and we expect our new hires to do the same.

Tutor/Mentor Responsibilities

- Meet with students at a predetermined place and review their homework assignments in the applicable subject areas, for example reading, writing, math, science, etc.
(3rd - 8th grade)
- Help students with specific topics or subject areas that are giving them trouble or that warrant further exploration
- Review recent homework assignment and test scores, and work through problems or questions that the student did not answer correctly
 - Employ proven study aides to prepare for upcoming tests and quizzes
- Take notes during tutoring sessions so you can follow up with the student and/or parents
 - Communicate with parents/guardians about trouble areas or any other issue that requires attention in a positive manner

Qualifications and skills

Associate degree or equivalent level of education minimum required
preferred

1+ years' experience tutoring children preferred

Ability to pass a background check

Reliable transportation a must

Able to develop positive rapport with students

Excellent communication skills

Established proficiency in elementary through High School subject matter