



TRIO TUTOR

DEPT/PROGRAM: (TRIO) Upward Bound & Talent Search

REPORTS TO: Upward Bound Program Manager

FLSA STATUS: Non-exempt, Part-time

SALARY GRADE: 14

JOB TITLE: Instructor 4

LAST REVISED: 10/7/2021

POSITION SUMMARY: Provide after school tutoring to 9th – 12th grade students in English, Math, Science, and Foreign Language via Zoom.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

1. Tutor students in specific academic subjects
2. Contribute to student growth, learning, and academic advancement
3. Facilitate problem solving and critical thinking skills.
4. Collaborate with Talent Search staff to provide feedback and increase student performance
5. Deliver tutoring sessions with professionalism and effective classroom managements skills
6. Maintain daily records of tutoring sessions and completes daily attendance logs online

OTHER JOB RESPONSIBILITIES:

- Perform all other duties as assigned.
- This job can change at any time for any or no reason.
- Comply with all rules, policies and procedures of the Agency.
- Maintain confidentiality of client and Agency information.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bone fide qualifications mandated by program service eligibility criteria.

SUPERVISORY RESPONSIBILITIES: Does not supervise anyone.

ROLE QUALIFICATIONS:

Education Requirements

Preferred: Tennessee teacher licensure in English, Math, Spanish, French, or Science discipline. Current college student (graduate or undergraduate) required.

Acceptable: Current college students, either graduate or undergraduate in good academic standing with at least 30 hours of college credits completed.

Other Knowledge, Skills and Abilities

- Sufficient knowledge in one or more academic subjects: English, Math, Science, or Foreign Language.
- Must have sufficient telework space at home: high speed internet connection with a computer capable of loading Zoom software and access to a webcam.
- Must have excellent written and verbal communication skills
- Ability to work well with students and staff.
- Must have the ability to work independently.
- Must be punctual, dependable, accurate, and thorough.

WORK SITE: Telework from home.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Typical work environment involves sitting or standing up to 95% of the work day, repetitive motions pushing, pulling, operating computer equipment, typing on keyboard, using a computer mouse, lifting, bending, twisting. May occasionally lift supplies.
- The physical environment requires the employee to work both inside and outside, in temperature controlled conditions and in conditions in which there is no temperature control. Some noise and interruptions are present.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Job Title of Employee:	
Signature:	Date: