



21st CCLC: Tutor Job Description

21st Century Community Learning Centers Program provides after —school services to support student learning and development, including academic enrichment, tutoring, mentoring, homework help, as well as music, arts, sports, and cultural activities. We also offer literacy and other educational services to the families of participating children.

Specific Duties and Responsibilities are to:

- Must attend and complete Tutor Certification through CIS of Lake County NTA Regional Training Center.
- Provide academic assistance to assigned tutees, either in a group or
- Attend periodic training session given by 21st CCLC staff members or Program Managers to increase competency in working with students.
- Be responsible for maintaining records on each student who is being tutored, including follow-up and periodic assessment.
- Provide evaluations and other reports as requested by the 21st CCLC Staff.
- Help students develop positive attitudes toward learning and studying.
- Help students develop self-confidence, raise self-concept, and reduce anxiety of fear of failure in academic work.
- Help students develop a high level motivation in academic areas.
- Assist students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.
- Help students develop the study skills necessary for academic success.
- Establish and maintain rapport with the assigned student(s).
- Serve as a role model for students being served.
- Report directly to the Program Manager.
- Follow other job-related duties as assigned by the Program Manager or Director of Programs.

Qualifications

- Some college level course work preferred.
- Computer related skills and ability to work with computer assisted learning software.
- Pass Drug Test. Pass Background/Fingerprint Clearance (if on file with school system, a copy must be provided to the 21st CCLC Director of Programs).
- Ability to work with staff and families from diverse backgrounds and experiences.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge in basic level and upper level math; and algebraic concepts.
- Previous experience working with adolescents in academic enrichment and recreational programs.

Additional Information:

- Absolutely no phone calls.
- Position is offered at the rate of \$10.00 an hour for up to a total of 12 hours per week.
- Email resume to: mentoringec@gmail.com with cover letter requesting an interview

