

Bridging the achievement gap one student at a time.

TUTORS FOR ALL

NonProfit Center
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Tutor

Fall 2014

Tutor Job Description Overview:

Tutor a high school student in basic math, literacy, or MCAS prep this fall at Codman Academy.

Duties:

- Create lesson plan for student in preparation for each tutorial session
- Execute lesson plan in either basic math or literacy (please provide preference in correspondence)
- Proctor student assessments and tailor tutorial to fit student's growing skill knowledge
- Use creativity to engage student in difficult lessons
- Serve as an example of college success for your student
- Grade your student daily on participation, effort, and respect
- Work as a member of a team of tutors who reflect, plan, and problem solve together with the help of two supervisors
- Prepare progress reports for students
- Periodic clerical work: filing curriculum, calling parents, etc
- Hold students accountable for code of conduct
- Attend mandatory training before start of tutorial program

Special requirements:

- Passion for working with Boston youth.
- Adherence to strict professional standards as regards to conduct, dress, timeliness, etc.
- Eagerness to reflect on and improve performance.

Location: 6 Epping St., Dorchester, MA 02124

Program Time: Saturdays, 8:30-12:45 from 9/20/2014-12/6/2014