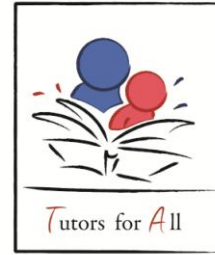


*Bridging the achievement gap one student at a time.*

## **TUTORS FOR ALL**

NonProfit Center  
89 South Street  
Suite LL02  
Boston, MA 02111

t: 617.279.2445  
f: 617.279.2491  
www.tutorsforall.org



## **Tutor**

*Fall 2014*

Tutor Job Description Overview:

**Tutor a high school student in math, literacy, or academic skills this fall at Massachusetts General Hospital.**

### **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:** 101 Merrimac Street, Boston MA 02111

**Program Time:** Monday and/or Tuesday, 3:00-6:00 from 10/6/2014 – 12/16/2014