



## Job Title: Tutor

### Position Overview:

STEAM Tutors provide individualized assistance to students with designated subject content in a one-on-one setting or in small groups to help students learn new concepts, gain proficiency and complete assignments. Tutors provide leadership, content, and ensure a fun safe learning environment. Tutors present educational activities in a fun, engaging manner that sparks student interest, while ensuring tools and materials are used correctly. Aside from leading activities, tutors are also responsible for ensuring the safety and well-being of students in the center.

### Essential Job Functions:

- Direct supervision and leadership of up to 5 students per tutoring session.
- Effectively and safely teach designated subject matter based on the student's individual needs.
- Offering feedback on progress to students' parents and teachers where appropriate
- Deliver Curriculum
  - Instruction and facilitation of subject matter assistance including but not limited to helping students with homework, projects, test preparation, papers, research and other academic tasks.
  - Deliver STEAM Discovery Academy curriculum activities to reinforce the subject matter where assistance is needed.
  - Reviewing classroom or curricula topics and assignments
  - Assisting students with homework, projects, test preparation, papers, research and other academic tasks
  - Working with students to help them understand key concepts, especially those learned in the classroom
  - Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions
  - Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics
  - Developing and distributing teaching materials to supplement classroom lessons, including study guides
  - Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation
  - Provide a weekly progress report on each student's progress that may be shared with parents and teachers.
  - Demonstrate various techniques and tools as needed.
  - Set up and maintain equipment as needed.
- Provide a safe, positive and supportive environment for students to challenge themselves
  - Encourage students to come up with new and innovative ideas
  - Providing students positive and constructive feedback
  - Create and supervise emotionally healthy environment for students
- Manage student health and safety.

- Maintain a tidy and orderly classroom or study area.
- Participate in staff meetings and training sessions as needed.

### **Other Job Duties:**

- Assist with arrivals and departures of students
- Light cleaning of the classroom and facility as needed
- Complete designated paperwork, reports, etc.
- Other duties as assigned as a STEAM Tutor.

### **Relationships:**

STEAM Tutors lead their individual student sessions or groups. Their success is dependent on a collaborative relationship with the Academic Director, Program Director, Junior Counselors and STEAM owners. Open and clear communication are key to these relationships, as well as willingness to support and help others as needed.

### **Qualifications:**

- Minimum 1 year of classroom experience, multiple years preferred.
- Demonstrated expertise on topic being taught
- Highly motivated to teach, learn and practice STEAM skills
- Proven experience as a subject matter tutor or similar role working with children
- First aid- and CPR-certified preferred

### **Skills and Other Characteristics:**

- Energetic and positive personality
- Patient and reliable, but able to be strict when needed
- Organizational and communication skills
- Basic computer, google docs, email and Microsoft office skills required.
- Exceptional customer service skills
- Great problem solver
- Outgoing
- Critical Thinker
- Flexible and able to handle unexpected situations
- Hiring contingent on successfully passing a background check.

### **Working Environment:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods: moderate lifting such as setting up chairs and moving educational tools. The working hours will vary depending on need and will require weekend and evening work. Tutors must wear masks when working with students until further notice.