



VACANCY ANNOUNCEMENT

TITLE:	Tutor
DEPARTMENT:	Youth and Community Development Services
LOCATION:	Williamsburg, Brooklyn
PROGRAM:	Community Schools Initiative
REPORTS TO:	Community School Director
SALARY:	\$20 per hour/ 10 hours per week
DATES:	September 2016 – June 2017
SCHEDULE:	Scheduling may vary due to needs of program and availability of candidate

JOB SUMMARY: Grand Street Settlement is seeking part-time Tutors to join its Community School Team at Juan Morel Campos Secondary School. Tutors will provide in-class and individualized content area support to middle and high school students in Math, ELA, History, and Science. Work with high school students will focus on preparation for the NYS Regents Exams. Tutors will work closely with the Community School Team (director, social workers, case managers, and expanded learning time staff) to provide services that will enhance the Community School.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- College student required; Bachelor's degree preferred
- At least one year experience teaching, tutoring, and/or engaged in educational support for middle and/or high school students; prior experience working with students in underperforming/underserved schools preferred
- Knowledge of NYS Regents Exams and subject areas preferred (particular focus on ELA, Algebra, Living Environment, Global History, and U.S. History)
- Strong engagement and behavior management skills
- Demonstrated ability to handle multiple, competing tasks in a fast-paced environment; flexibility and can-do attitude
- Excellent facilitation and communication skills; ability to collaborate with others
- Bilingual (Spanish) a plus

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide in-class support in core academic/Regents content areas; this may include supporting small-group work, helping individual students to understand content area/bridge learning gaps, and assisting with classroom management
- Provide small-group and individual tutoring/Regents Exam preparation to struggling students

- Develop and maintain a bank of educational resources
- Track students' academic progress by conducting assessments and keeping abreast of students' course performance
- Keep records of student attendance and provide summaries of weekly student interventions
- Integrate into and engage with school culture by developing positive relationships with school community
- Collaborate with teachers and parents to support students' academic growth
- May have the opportunity to support attendance improvement initiatives by acting as a Success Mentor
- Other duties as assigned

HOW TO APPLY:

Please send cover letter, resume, and three professional references (at least one of whom should be a former supervisor) to Katie Hahn, Community School Director, at khahn@grandsettlement.org. List "Tutor Position" and your name in the subject line.

*Community members from Williamsburg, Bedford-Stuyvesant, and the greater Brooklyn area are strongly encouraged to apply for this position.

No phone calls, please.

EOE

If selected for this position, applicant must obtain NYC Dept. of Health fingerprint clearance and State Central Registry (SCR) clearance (fees may apply); ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.