

## The Hill District Afterschool Zone

**Title: Tutor**

**Supervisor: Site Manager**

**Contact: Allison Lee-Mann (412)392-2216 or Harry Johnson (412)392-4418**

### **GENERAL DESCRIPTION:**

A part-time, hourly non-exempt paid position lasting from mid-September through early June. Using our skills-based curricula, tutors are responsible for assisting with preparation for two to three classes daily to middle school aged scholars in one to two subject areas per day (math, science, and/or literature) Monday through Thursday.

The Zone is located at Pittsburgh Milliones/University Prep to serve approximately 100 students in 6-8 grade from afterschool until 6:30 pm on Monday-Thursday.

In addition to classroom time, tutors are responsible for assisting with: lesson planning, homeroom leadership, and supervising students during dinner, recreation time and transitions. Additionally, teachers complete a standardized evaluation for each participant.

### **AREAS OF ACCOUNTABILITY**

#### **PREPARATION, INSTRUCTION, AND MANAGEMENT**

- Lead students in organized group activities,
- Supervise students in classroom and recreational activities.
- Maintain appropriate student/site required records.
- Assist in the preparation of tutoring/activity materials.
- Advise teachers of needs and progress of students.
- Attend after-school site meetings.
- Establish connections with parents/family of students.
- Other duties assigned that support student and program success.

#### **TEAMWORK AND SUPERVISION**

- Work collaboratively with team of teachers and staff to share best practices, lesson planning, classroom management, and academic goals
- Report and share information with Site Manager to ensure students are receiving high quality programming

#### **OUTCOMES, PRODUCTS, DELIVERABLES:**

- Students are taught fun and engaging lessons
- Teachers work collaboratively with site staff to have a high retention rate of 85%
- Scholars are provided with opportunities to learn and grow academically and socially

#### **QUALIFICATIONS:**

- ***High school diploma or equivalent required***
- ***Rising college juniors and seniors welcome to apply***
- Professionals in all disciplines encouraged to apply
- Seeking dynamic, flexible, culturally sensitive applicants with positive personalities
- Marketing experience preferred
- Experience managing groups of young people required
- Comfort with group leadership required
- Some classroom teaching experience with middle school aged students strongly preferred