



After School Certified Teacher Tutor Job Description

The After School Certified Teacher Tutor is responsible for coordinating and supporting the implementation of the academic interventions (reading and math) during the After School Program at Western Hills University High School as assigned by GRAD Cincinnati. The teacher tutor's mission is to support the After School Lead Teacher in providing technical expertise and oversight to ensure targeted Western Hills University High School students receive quality academic intervention services. The duties and responsibilities include but are not limited to the following:

1. Assist with assessing and assigning students to intervention groups.
2. Serve on the after school literacy or math team to review and analyze student performance data monthly.
3. Assist with creating an Individual Tutoring Plan for each identified student enrolled in the afterschool program.
4. Assist the Lead Teacher in administering assessments and pre and post-tests.
5. Monitor tutoring: Observe tutors; attend tutor meetings and trainings; review student progress.
6. Conference with teachers and tutors informally.
7. Work with the Lead Teacher to prepare monthly student progress reports and maintain up-to-date records.
8. Collaborate with regular school day teachers to evaluate both the student's needs and progress.
9. Collect student records for evaluation and program improvement purposes.
10. Assist with managing and providing appropriate academic materials for parent and family events.
11. Attend various trainings as outlined by the Individual Development Plan.
12. Maintain records of feedback, testimonials, etc., for grant management and PR purposes.
13. Perform all other duties as assigned.

Assessment Process

- The assessment process of the After School Certified Teacher Tutor tests his or her effectiveness by using a variety of tools including a Lead Teacher survey and a self-assessment relative to academic Program Performance Objectives stated by the 21st Century Community Learning Centers Grant.

Job Requirements

- Certified Teacher.
- Minimum of a Bachelor's Degree required.
- Two years of experience working in a high school setting preferred.
- Skilled in oral and written communication.
- Strong organizational skills.
- Ability to organize and implement curriculum and activities.
- Ability to work under pressure while maintaining high levels of quality.
- Ability to consistently adhere to deadlines.
- Ability to monitor emerging trends in the schools, community and the region.
- Experience working with inner-city youth and families.