

SOAR Tutor

Overall Description

Provide tutorial services and support for elementary and/or middle school students, utilizing the SOAR Academic Support Program (ASP) process. Develop goals and strategies for each student and provide evidence regarding student progress.

Requirements/Qualifications

HQT teacher in mathematics or literacy

Prior tutoring experience

Dependable, self-motivated enthusiastic

Ability to work independently and with confidential information

Position Specifications

School calendar September through June

1 hour per tutoring day, plus preparation time

Supervised by SOAR Program Director or SOAR Site Coordinator

Responsibilities

1. Provide academic assistance to assigned students outside the classroom day. Instruction may be one-on-one or in small groups.
2. Establish liaison with classroom teacher to understand student's needs and to develop specific academic goals. Consult with classroom teacher, as needed.
3. Maintain records on each student and tutoring session, including assessment and follow-up.
4. Provide instruction of students so they achieve a better understanding of specific subject material and improve academic capabilities in designated areas.
5. Follow school policies for appropriate behavior etc to ensure linkage and consistency to school day.

SOAR Tutor Assistant

Overall Description

Provide tutorial assistance and support for elementary and/or middle school students. Oversee student activities until tutoring session commences.

Requirements/Qualifications

HQT paraprofessional

Prior tutoring experience preferred

Dependable, self-motivated enthusiastic

Ability to work independently and with confidential information

Position Specifications

School calendar September through June

1 hour per tutoring day, plus potential pre-tutoring supervision of students

Direct supervision from Tutor and ultimately supervised by SOAR Program Director or SOAR Site Coordinator

Responsibilities

1. Assist tutor with the provision of academic assistance to assigned students outside the classroom day. Instruction may be one-on-one or in small groups.
2. Maintain records on each student and tutoring session, including assessment and follow-up.
3. Provide instruction of students so they achieve a better understanding of specific subject material and improve academic capabilities in designated areas.
4. Oversee pre-tutoring time by providing snack and a physical break to students.
5. Follow school policies for appropriate behavior etc to ensure linkage and consistency to school day.