

# **HUSD Academic Tutor**

## **Job Description**

**Job Title:** School Tutor

**Location:** HUSD - Various School Sites

**Job Type:** Full-Time/Part-Time/Temporary

### **Position Summary:**

The School Tutor is responsible for providing personalized academic support to students to enhance their learning experience and academic performance. Under the direct supervision of a certificated classroom teacher, the tutor will work closely with students to address their individual needs, reinforce classroom learning, and build their confidence in various subject areas.

### **Key Responsibilities:**

- 1. Individual and Small Group Instruction:**
  - Provide one-on-one or small group tutoring sessions in specific subjects or areas where students need additional support.
  - Tailor instructional approaches to meet the diverse learning styles and needs of each student.
- 2. Academic Support:**
  - Help students with homework, assignments, and test preparation.
  - Clarify and reinforce concepts taught in the classroom.
  - Develop and implement strategies to improve students' understanding and performance.
- 3. Progress Monitoring:**
  - Maintain accurate records of tutoring sessions, including notes on student progress and areas of improvement.
- 4. Communication:**
  - Collaborate with teachers to align tutoring with classroom instruction and support students' overall educational goals.
  - Communicate effectively with students and regarding progress, goals, and any concerns.
- 5. Lesson Planning:**
  - Prepare instructional materials and resources to support tutoring sessions.
- 6. Motivation and Support:**
  - Encourage and motivate students to develop a positive attitude towards learning.
  - Build students' confidence and help them set and achieve academic goals.
- 7. Professional Development:**
  - Stay current with educational best practices and subject matter knowledge.
  - Participate in training and professional development opportunities as required.

### **Qualifications:**

- **Education:** High School Diploma and either enrolled in or graduated from a formal post secondary institution. In CTE pathways, tutors may meet one of the following alternative education qualifications; CTE Completer in a relevant or related CTE pathway or industry work

experience in a relevant or related CTE sector to the setting for the tutoring position. [Advanced degrees or certifications may be preferred].

- **Experience:** Previous tutoring or teaching experience is highly desirable. Experience working with students of various ages and abilities is a plus. For CTE positions, some work experience in the same sector as the CTE pathway is required.
- **Skills:**
  - Strong knowledge in core subject areas and/or technical CTE content and the ability to explain concepts clearly.
  - Excellent communication and interpersonal skills including the ability to establish and maintain effective working relationships with students, instructional staff, and parents..
  - Ability to understand and follow oral and written directions.
  - Patience, empathy, and a commitment to helping students succeed.
  - Organizational skills and the ability to manage multiple tasks effectively.
  - Work confidently and with discretion.

### **How to Apply:**

Interested candidates should submit an application with all requested documents including a resume and cover letter outlining their qualifications and experience through Edjoin. Please include any relevant certifications and references.