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**Renewed Horizon**

**Job Description**

**Name:**

**Title:** Renewed Horizon Tutor

**Department:** Educational Services

**Supervisor:** Chief Executive Officer

**Position Description**

The purpose of Tutoring Services through Renewed Horizon is to provide one on one tutoring to children, youth, and adults in the community with a focus on meeting the needs of underserved children and families. This service is income based and will provide access to quality services while meeting a need identified in the immediate and surrounding communities. This is to also provide educators of all levels to promote healthy growth for tomorrows’ leaders in our communities. This service will serve students of all ages ranging from elementary grades to post-secondary.

This position is a contracted position and will be based on number of students currently enrolled.

**Role and Responsibilities**

* Provide one on one tutoring services
* Administrative duties

**Job Duties**

**1) Provide one on one tutoring services**

* The instructor is expected to attend every lesson on time and with all necessary materials.
* The instructor is expected to explain things in a clear and understandable manner.
* The instructor is expected to show respect for his/herself, the student, and all materials.
* The instructor is expected to modify/adapt and prepare material that is appropriate to the age, ability, and unique learning style of each individual student.
* The instructor is expected to make each lesson enjoyable and rewarding.
* Will work with partnering school to provide feedback on student through provided documentation.
  + Progress notes
  + Obtain worksheets, exercises, etc. to implement during sessions

**2) Administrative duties**

* Instructors will create their schedules to fit the student, family, and personal schedules.
* Will determine the number of sessions needed for the student.
* Will determine the length of sessions for the student.
* Will provide reports to finance for billing.

**Educational Requirements, Qualifications, and Preferred Skills**

**The Tutoring Instructor must be:**

* Enrollment in an education field preferred but not required.
* Able to pass a pre-employment aptitude test
* Able to be employed within the U.S.
* Able to pass background checks.
* Willing to be flexible with time availability.
* Willing to work with children, youth, and adults from all demographics.
* Excellent organizational and planning skills
* Ability to develop own schedule and maintain consistently
* Exceptional attention to detail
* Excellent written and verbal communication skills
* Ability to prioritize multiple projects and work under pressure
* Demonstrate problem-solving and communication skills
* Professional presentation, appearance and work ethic
* Proficient in Excel, Outlook and Word

**Responsibility to Agency**

The Tutoring Instructor will maintain a high level of confidentiality both internal and external. Will show a high level of professionalism with external entities as well as internal staff. It will be the responsibility of the Tutoring Instructor to help maintain a positive direction for the agency and the supported programs in relation to current and new programs.

This contract will be reviewed and renewed on an annual basis after initiation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice of Resignation: 15 day notice

**Please review and returned signed within 15 business days**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_