



Willow Tree Tutoring

Job Title:	Tutor	Travel Required:	Yes
Location:	Varies	Position Type:	Part-time / Contract
Level/Salary Range:	(\$18-\$22/hr) Dependent on Education/Experience	Date:	8/1/2016
Will Train Applicant(s):	Yes	Applications Accepted By:	Jessica Beeson, Owner

E-MAIL RESUME AND COVER LETTER TO:

jbeeson@willowtreetutoring.com

Subject Line:

In-Home Tutoring Position

Job Description

- This is an Independent Contractor position and tutors must be flexible in their schedules and be able to work evenings and some weekends as the students are in school during daytime hours.
- Willow Tree Tutoring provides In-Home tutoring thus requiring the Tutor to travel to the home of each family. Tutor must be willing to drive up to a 25 mile radius from home address.
- Tutor will be responsible for setting up assigned Parents/Students with scheduled sessions. Within 48 hours of sessions, tutors will submit Session Reports detailing what lessons were covered. This will serve as proof of attendance as well.
- Tutor will also be responsible for developing a supplemental curriculum that follows the current curriculum for the specific school and district of each student.

ROLE AND RESPONSIBILITIES

Essential Roles and Responsibilities:

- Schedule tutoring sessions with Parents.
- Work with students and their teachers to catch students up to current curricula.
- Maintain contact with student's teachers and touch base with teachers monthly.
- Develop supplemental material to help students understand classroom concepts.
- Encourage referrals of other clients.
- Where possible, help students prepare for future lessons.
- Help students get and/or stay organized, and prepare for tests.
- Submit Session Reports within 48 hours of each tutoring session.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Currently enrolled in an associate's or bachelor's degree program relevant to subject area (i.e. Math major, but not necessarily math teaching)
- **OR** equivalent professional experience in area. (i.e. financial accountant or business associate)

PREFERRED SKILLS

Experience working with and/or knowledge of ADD, ADHD, and its effects on learning

Strong foundation in Math and good understanding of other subjects such as: History, English, and Science.

Familiarity with Common Core.

Where applicable, be familiar with School District's website and in-class material. Ex. Infinite Campus