

Job Title:	Tutor	Position Type:	Part-Time Non-Exempt
Location:	Varies	Travel Required:	Less than 10%
Salary Range: \$15 - \$20 per hour (<i>commensurate with experience</i>)			
American Council of Teachers Incorporated provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.			
Job Description			
Roles and Responsibilities <p>American Council of Teacher (ACT) Incorporated is a non-profit tutoring program designed to provide both academic and behavioral support in student development. Our mission is to foster and promote health behavior and academic excellence. We focus to teach and mentor students that are:</p> <ul style="list-style-type: none"> • Referred to Special Education • Struggling with specific learning disabilities and/or • Academically challenged. <p>Our tutors and volunteers play an essential role in helping ACT Inc. realize its mission and vision. Some of the roles and responsibilities of our tutors <i>may include but are not limited to</i>:</p> <ul style="list-style-type: none"> ○ Monitor student performance and assist students in academic environments (i.e. classroom, workshops, etc.). ○ Review relevant class material(s) with students via individual/group discussion, working solutions to problems, or assigned worksheets and/or other assignments. ○ Provide feedback to students using positive reinforcement techniques to encourage, motivate, and build confidence in students. ○ Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals, if applicable, in collaboration with students, parents, teachers, administrators, colleagues, and/or counselors. ○ Maintain records of students' assessment results, progress, feedback, or school performance ensuring confidentiality of all records. ○ Assist in identifying, developing, and/or implementing intervention strategies, tutoring plans, or individualizes education plans (IEPs) for students. ○ Communicate students' progress to said students and/or other designated individuals under the direction of ACT Inc. management in person, phone, or email. ○ Work collaboratively with colleagues and others to build and maintain a positive and productive organizational culture. 			

Qualifications and Education Requirements

- Passionate and dependable!
- Available to work late afternoons and weekends.
- 2+ years of tutoring/teaching experience in an academic and/or behavioral setting.
- 2+ years of experience in working with diverse and/or at-risk youth.
- Must possess expert knowledge in Math, Science, and/or English.
- Must possess high school diploma.
- Associate or bachelor degree preferred.

Physical Requirements

- Must be able to lift up to 10 lbs.

Last Updated:	10/23/2017
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