



SKILLED TUTORS

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Skilled Tutors report directly to the 21st Century Program Coordinator and works collaboratively with teaching staff and administration. This position is part-time 9 hours per week after school for the 2018-19 school year and will have a competitive hourly salary.

QUALIFICATIONS

- Equivalent of Ed Tech III and/or current teaching certification. Experience working with elementary school-aged children
- Successfully complete all required background checks.

SUMMARY OF POSITION/PRIMARY FUNCTIONS

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Skilled Tutor will serve as the education enrichment provider for the 21st Century Grant in Franklin County by:

- Creating a safe, positive environment that supports children’s social, emotional, intellectual, and physical development
- Co-teaching with other staff to effectively deliver thematically-integrated enrichment activities within the broader context of larger projects that nurture a child’s love of learning
- Reinforcing children’s self-confidence through skill-building and character development
- Working closely with colleagues to meet the needs of their students in grade-level math and literacy that occurs during the regular school day
- Demonstrating a passion and/or talent in an interest or hobby that they want to share with children through student-centered, goal-oriented, project-based learning.
- Meets with teacher or appropriate content specialist and receives instruction/direction on a regular basis.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Evaluation approaches, strategies, and techniques
- Knowledge of math, literacy, sciences, and other related topics to ensure adequate and accurate information taught to students
- Working with diverse family systems in a respectful manner

Skills:

- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Experience working with federal and state funded programs (preferred)
- Demonstrated experience working within diverse socioeconomic demographics
- Ability to conduct and assist with group activities, such as reading aloud, story-telling, homework help, and other academic activities

Ability to:

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Work with individuals or small groups of students in community-based programs
- Analyze situations and suggest appropriate action
- Make decisions and exercise good judgment
- Work independently with minimal supervision
- Work under pressure and prioritize workload
- Ability to multitask and assess children's needs
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures

Application Procedure:

Applicants should complete an application online at www.fcctf.org. Please attach your letter of interest for the position, resume and provide references from previous supervisors who have first-hand knowledge of your performance.