



The Human Services Development Collaborative

JOB POSTING: AT RISK YOUTH TUTOR

SUMMARY : The Human Services Development Collaborative is comprised of a group of services specifically designed to keep students in school and avoid the school to prison pipeline. Troubled and distressed youth are our specialty. The HSDC is looking for high quality, dedicated, responsible and compassionate professionals to help bring success to our K-12 students. We are looking for tutors in all academic areas. Elementary, Middle and High Schools.

Pay Rate: Contractual: \$18-28/hour DOE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Consult frequently with the teacher(s) about the needs, suggestions, questions, problems, and progress of the students

Assist the teacher(s) in evaluating the progress/learning of students

Develop tutoring plans and instructional material and provide individualized and small group instruction to adapt the curriculum to the needs of each student

Participate in tracking and maintaining records of progress/learning of students

Facilitate the online learning process and serve as a role model/mentor to students

Assist in student support of a variety of technical devices belonging to the district and/or student used for educational purposes

Maintain classroom discipline and control

Establish and maintain good rapport with students, employees, community members and vendors

Maintains a high level of ethical behavior and confidentiality

Other job related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily.

The qualifications for this job description are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

Education/Certification

High school diploma or G.E.D.

Obtain and maintain a valid Arizona Fingerprint Clearance Card (FPCC)

Job Qualifications:

One (1) year of related experience

Working knowledge of various computer operating systems, hardware, software and related applications.

Ability to work well with others

Required transportation

DESIRED:

Experience working with at risk youth

Teacher Certification required for selected areas (e.g. Math, Science, Foreign Language, etc).

Abilities:

Ability to read and interpret general documents such as employee handbooks and safety/training manuals.

Ability to write general correspondence and speak effectively with others.

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Ability to interpret assortment of instructions furnished in variable forms.

Ability to apply reason to research and solve moderately complex issues with little or no assistance.

Computer skills and awareness.

PHYSICAL DEMANDS:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hand and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision. Reliable transportation is required.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually mild/moderate.

The information contained in this job description is for compliance with the American's with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The HSDC is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. HSDC does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

TO APPLY:

Please send your cover letter and resume to:

Dr. Centáe Richards: executive@humanservicedevelopment.org.

No phone calls please.