

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: Part-Time 21st Century Tutoring Coordinator
Schedule Terms: 10 Month; Part-time (25-29 hours/week); \$20/hour
Classification: Non-exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the 21st Century Community Learning Center (CCLC) Project Coordinator, the Tutoring Coordinator will collaborate with the residential tutoring department to implement the after-school tutoring program. The Tutoring Coordinator will oversee the mandatory study hall program, supervise student tutors, provide homework/tutoring assistance to students, and maintain student academic progress and reporting. You must have strong classroom management and organizational skills, and maintain a safe, nurturing environment where all students can learn. The Tutoring Coordinator serves as a positive role model and advocate for students. Therefore, it is necessary you have a passion for working with and supporting all students to be academically successful.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- Possess a bachelor's degree from a regionally-accredited college and at least two years of related work experience in providing services to youth;
- Must be knowledgeable and familiar with 7-12 grade Math, Science, and English subjects;
- Ability to relate to students with various academic levels and needs, including at-risk youth;
- Demonstrate excellent verbal and written communication skills;
- Ability to read and follow procedural plans with little supervision required;
- Above average knowledge of computers with the ability to produce written reports, calendars, statistics, etc.;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Valid Arizona driver's license.

DUTIES AND RESPONSIBILITIES:

- Maintain good and timely attendance;
- Must be able to work evenings and weekends;
- Provide academic support (tutoring/advising) to students through virtual means via Zoom, phone, and email;
- Understand the educational needs and goals of the 21st CCLC Grant;
- Facilitate/teach 21st CCLC activities and programs, and assist 21st CCLC Project Coordinator with activities when requested;
- Provide individualized and small group instruction for students performing below grade-level, and assign tutors where necessary;
- Maintain contact with the school personnel so as to provide the most meaningful instruction possible;
- Manage student and peer tutor behavior and disciplinary issues;
- Maintain accurate reporting concerning students' attendance, academic effort, goal attainment, and progress;
- Provide timely student academic progress reports to 21st CCLC Project Coordinator for grant reporting purposes;
- Assist the 21st CCLC Project Coordinator in periodic assessment and evaluation of tutoring program effectiveness
- Maintain a high level of ethical behavior and confidentiality of information on student related issues;
- Assist with general residential and tutoring activities, as assigned;

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

SUPERVISION RECEIVED: 21st Century Coordinator Learning Center Project Coordinator.

SUPERVISION GIVEN: Peer Tutor/Mentor

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
(Tutoring Coordinator)

DATE: _____

REVIEWED BY: _____
(21st CCLC Project Coordinator)

DATE: _____