Support Tutors

GENERAL DESCRIPTION: Horizon Academy Program Support Tutor provides tutoring in math, science, English and other subjects, as needed for students grades 5-12.

SUPERVISION RECEIVED: This position comes under the direct supervision of the Tutoring Center Coordinator of Horizon Academy, the Principal, and/or the Head of School.

ESSENTIAL DUTIES: The essential duties of the Tutor include but are not limited to:

- Provide individual tutoring to students in math, science, English and/or other subjects as needed.
- Help students with subject content according to individual strengths.
- Prepare tutoring sessions to ensure students' academic development.
- Prepare instructional objectives and lesson plans.
- Supervise and implement safe practices as it relates to participants, programs, and facilities.
- Maintain program areas by cleaning up after activities.
- Maintain attendance and activity records and make required reports.
- Enhance the program or activities through feedback.
- Other duties as assigned by the Tutoring Center Coordinator or Head of School.

QUALIFICATIONS:

- Bachelor's degree or higher.
- Demonstrate knowledge and competence in the subject matter.
- Ability to establish positive working relationships with students, staff and parents.
- Exhibit patience and a positive attitude in establishing an encouraging learning environment.
- Effectively communicate study strategies to clients to ensure academic success.
- Work comfortably with people who have diverse backgrounds, learning differences, and learning needs.
- Ability to relate to students with various academic levels and needs.
- General understanding of youth development and proper disciplinary actions.
- Work collaboratively with other staff members to support student learning.
- Organize and plan.
- Ability to deal in a courteous, knowledgeable & tactful manner with participants, parents, staff and the general public.

EXPERIENCE & TRAINING:

- 1-2 years of experience working with children.
- Must be 18 years of age or older.
- Previous experience in the leading or instruction of various ages and abilities preferred.