



**BOYS & GIRLS CLUBS
OF LANIER**

POSITION DESCRIPTION

TITLE: Tutor
DEPARTMENT: Programs
REPORTS TO: Lead Teacher or Site Coordinator

PRIMARY FUNCTION: The primary function of an Afterschool Tutor is to help students learn, by reviewing content with them, explaining how to solve problems, and checking completed work. A tutor may also help students develop study skills and organization techniques to help improve their academic performance. In addition to the academic component, tutors are responsible for supervising small groups of students, providing discipline and serving as a role model. After-school tutors must possess a passion for helping students learn and have the knowledge and skills to help students find new ways to look at difficult skills and concepts.

ESSENTIAL JOB RESPONSIBILITIES:

- Ensure lesson plan alignment with CCGPS from GADOE and School based Units of Study
- Search/share and incorporate project-based learning and STEAM activities from various resources in lesson planning.
- Submit weekly lesson plans to Supervisor.
- Implement daily/weekly schedule of small group tutoring during the afterschool and/or summer camp program year.
- Record daily program attendance using attendance rosters.
- Communicate with school day teachers to establish action plan for students, and communicate student progress, at least once per quarter, via Teacher-Tutor Communication Form.
- In the case of absence, coordinate with Supervisor to secure a substitute or alternate activity.

SKILLS/KNOWLEDGE REQUIRED:

- Teaching Certificate strongly preferred
- Able to develop positive rapport with students
- Established proficiency in subject matter
- Excellent written, verbal communication and interpersonal skills.
- Experience with lesson plan design and implementation.
- Good organization and attention to detail, especially when managing and analyzing student data.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Employee Signature

Date