



TITLE: Tutoring Program Assistant

Department: Education

Status: Part-time

Reports To: Education Division Manager

Supervises: None

Job Summary

Under the supervision of the Education Division Manager, the Tutoring Program Assistant performs many leadership, organizational and classroom management tasks to support the program and the students.

Essential Duties

- Reviewing classroom or curricula topics and assignments.
- Work closely with Tutoring Program Coordinator to develop and understand lesson plan and goals for each student in order to properly administer instruction individually.
- Assisting students with homework, projects, test preparation, papers, research, and other academic tasks.
- Working with students to help them understand key concepts, especially those learned in the classroom.
- Teaching skills to improve academic performance, including study strategies, note-taking skills, and approaches to answering test questions.
- Demonstrating academic best practices for specific subjects and assignments, including research, and writing tactics.
- Assist in developing and distributing teaching materials to supplement classroom lessons, including study guides.
- Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation.
- Provide students with positive and constructive feedback.
- Offering feedback on progress to students' parents and teachers where appropriate.
- Building meaningful connections with students from diverse backgrounds.
- Instructing students both in person and over video chat.
- Assist in diagnosing student needs through active listening techniques and questioning strategies.
- Collaborating with the Tutoring Program Coordinator to identify students' issues and recommend solutions.
- Staying up to date with the school curriculum.
- Oversees volunteer tutors to assist with the program.

Working Conditions

A. Work Environment

- Indoors in a non-air-conditioned room and gymnasium; and outdoors in all types of weather.

B. Work Hours

- Weekdays: 2pm to 7pm

D. Mental and Physical Demands

- Ability to lift/pull 25-50 pounds.
- Able to set up/break down sports and recreational equipment.
- Ability to demonstrate judgment and execute sound decisions.

E. Communication Demands

- Ability to communicate in writing and orally in the English language.
- Courteous and respectful telephone etiquette.
- Public and staff interactions relating to culturally diverse community residents in a friendly, culturally relevant, and professional manner.

Qualifications

A. Skills/Knowledge:

- Customer service oriented; knowledge of Microsoft Word.
- Able to work with children/families of diverse backgrounds.
- Knowledge of safe work practices.

B. Education:

- High School diploma: completion of at least one year in college preferred.

C. Experience:

- Experience working with children in group activities is preferred.

Additional Requirements

- Valid Hawaii's Driver's License
- Current CPR/First Aid certification (or ability to obtain certification)
- Criminal background clearance: (Hawaii Criminal Justice Data Center, National Sex Offender Public Registry, National Criminal History Database)