



21st Century Tutor Description

Overview:

Hampton City Schools' 21st Century Community Learning Centers is a federally funded program designed to assist students with additional academic support, out of school time. 21st Century tutors academically meet students wherever they are and provides them with strategies and help so they can succeed in school. Position duties are carried out at a

Responsibilities:

1. Ensure required paperwork (timesheets, progress reports) are submitted on time to the 21st Century Site Coordinator
2. Maintain timely communication with all parents/guardians/teachers concerning student progress
3. Responsible for supervising groups of students, providing discipline and serving as a role model
4. Displays patience and a positive attitude and knows ways to motivate students when they become frustrated by material they do not understand
5. Help students develop positive attitudes toward learning and studying.
6. Carry out engaging learning activities and compelling course content that enhances retention.
7. Gather supporting material
8. Assist with homework
9. Attend all required meetings and trainings
10. Follow other job-related duties as assigned by the Site Coordinator

Qualifications:

- Knowledge in basic/upper level math, and the structure and content of the English language
- Strong classroom management and organization
- Proven track record of personally achieving student success
- Experience working with families with diverse backgrounds and cultures
- Experience navigating relationships and partnerships successfully
- Knowledge of community resources
- Excellent written and oral communication skills
- Bachelor's degree required, preferably in Education

Technology

- Google Productivity Apps
- Proficient in Microsoft Office
- Familiarity and high comfort level with education technology