Tutor Job Description
America Reads and America Counts

Job Duties
1. Tutors assist children aged Kindergarten through sixth grade in the development of reading skills and enjoyment.

2. Tutors engage in academic activities with selected students either one-on-one or with small groups.

3. Tutors will collaborate with the school supervisor and staff members to assess the student’s needs and how best to address them. Many of the children that tutors work with are performing below their expected academic grade level.

Job Responsibilities
1. Tutors must commit to work at least one semester and are encouraged to stay longer if possible. Consistent, ongoing support is necessary for the children and teachers with whom we work. All tutors are expected to honor the term of their commitment, and must give two weeks written notification to both the school and the college before terminating employment.

2. Tutor are required to complete the following:
   a) An initial school training, arranged by the school
   b) A general training, arranged by the college
   c) One in-service training per semester, arranged by the college
   d) One reflection session per semester, arranged by the college
   e) An evaluation of the program at the end of their first semester, and Fall semester each year following, arranged by the college

3. Tutors must provide their own transportation.

4. Unexcused and excessive absences or unsatisfactory performances will be grounds for dismissal.

Hours and Wages
1. Tutors must commit to work a minimum of 4 hours per week and 2 days per week. Tutors may not work more than 20 hours per week.

2. Tutors must arrange a work schedule with the school supervisor.

3. Tutors may use a small percentage of their time preparing tutoring materials and performing required assignments.

4. Tutoring wages begin at $6.50 per hour and students may be eligible for subsequent pay-raises depending on work performance and the completion and fulfillment of the outlined job duties and responsibilities.