Success for All Foundation

Title: *Elementary and Middle School Tutor (1st – 8th Grade)*
Location: *Baltimore City Public Schools*
Hours: *Monday thru Friday (7.50 hours per day or 37.50 per week) during school hours*

This is a 10-month hourly position with benefits at a rate of $20 per hour.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Success for All Foundation (SFAF) has a tutoring opportunity working onsite at an assigned **elementary or middle** Baltimore City Public School. At SFAF, we believe that every child can learn. SFAF is a proven whole-school improvement approach that helps teachers help every child.

We are seeking full-time tutors who will be working with elementary and/or middle school students from 1st – 8th grade. Tutors will work with small groups of up to 4 students using computer-guided programs called ***Tutoring with the Lightning Squad (TwLS) for students reading on grade levels 1-3 and Tutoring with ThemeReads for students reading on grade levels 4-8.*** **Tutors will provide 30-minute sessions for up to 9 groups of students each day** at schools in Baltimore City Public Schools. This job runs concurrently with the school calendar from August through early June and will follow the school holiday schedule.

Successful candidates must:

- be available to interview in-person
- have a valid driver's license and your own vehicle
- have two professional written references on letterhead with provided contact information

This is an ideal opportunity for new college graduates, retired teachers, current educators who are looking for a full-time job with benefits, or other highly motivated professionals who like working with elementary/middle school students. The first consideration will be extended to elementary/middle or early learning educators/paraprofessionals.

General Purpose of the Job:

Under general supervision, tutors provide tutoring onsite to elementary students from 1st – 8th grade with the assistance of online computer-based software programs called ***Tutoring with the Lightning Squad (TwLS) and Tutoring with ThemeReads.*** Tutors provide data and reports to Tutor Supervisor and school regarding school implementation and student outcomes.

Duties and Responsibilities:

- Tutor students struggling with learning to read daily using the **Tutoring with the Lightning Squad or Tutoring with ThemeReads programs** for an assigned school and selected students.
- Develop and maintain a strong, positive relationship with students from diverse backgrounds, as well as teachers and leaders at the school.
- Collect required data for assigned tutoring program to monitor students' growth and motivate and engage students.
- Work with supervisor to ensure the quality of implementation and ensure rapid student growth in reading.
- Write reports on implementation as needed and report to supervisor with relevant data and information.
- Participate in ongoing professional development throughout the academic year.
- Assist in administrative duties related to assigned school and TwLS/ThemeReads.
- Participate in proactive team efforts to achieve departmental and Foundation goals.
- Adhere to all policies and protocols as outlined in SFAF Employee Policies and Procedures Manual and other departmental and Foundation-wide communications.
- Act in a professional and collegial manner in all situations with clients and colleagues.
- Interact in a safe and professional manner with staff, children, etc.
- Perform other duties, as assigned.

Education & Experience:

- Bachelor's degree (preferred); Associate's degree and experience working with elementary/middle school children required.
- The ideal candidate has a stable employment history, great work ethic, strong people skills, and has worked with students professionally or in a volunteer role.
- All applicants must pass required criminal background checks, including fingerprinting and drug screening.
- Bilingual candidates encouraged to apply.
- Proof of COVID vaccination is required.

Technology:

- Ability to use Microsoft Word in the creation, editing, and review of documents including formatting text and tables, embedding graphics, and using tracking modes
- Ability to use Microsoft Excel in the creation, and use of spreadsheets including sorting and filtering data, using basic formulas, and creating graphs
- Ability to use Microsoft Outlook for sending and receiving email, maintaining a work calendar, and scheduling appointments
- Ability to use Google Workspace including Docs, and Sheets.

Required Knowledge, Skills, and Abilities:

- Exhibits proper time management skills
- Exhibits excellent communication skills
- Ability to organize data and accurately understand and report data
- Ability to establish and maintain effective working relationships
- Ability to interact with tutoring candidates, both adults and children
- Ability to handle multiple projects and tasks simultaneously
- Ability to prioritize, organize, and delegate assignments
- Ability to make administrative/procedural decisions and judgments
- Ability to analyze and solve problems
- Ability to work in a team-oriented environment and participate in all team meetings and assignments
- Ability to be flexible and open to outcomes.
- Ability to respond to Baltimore City Public School and Success For All emails in a timely manner

Working Conditions:

Work is performed in a school environment.

Physical Effort:

None or very limited physical effort required.

Environmental Conditions:

The work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

To apply for this position:

- Submit a cover letter and resume via the SFAF website at http://www.successforall.org/who-we-are/careers/ Resume and Cover Letter are required. All uploads must be in a pdf format. If you are having difficulties uploading your resume and cover letter, please email your resume and cover letter to HR@successforall.org

SUCCESS FOR ALL FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER