



## Job Description

<b>Job Title:</b>	Tutor
<b>Department/Location:</b>	Youth Development Services
<b>Status:</b>	Non-exempt – Part time (10-15 hours per week)
<b>Supervision:</b>	Project Coordinator
<b>Revision Date:</b>	January 6, 2010

### SUMMARY:

Under the supervision of the Youth Development Services Project Coordinator, the Tutor is responsible for providing one-on-one tutoring in English/Language Arts and Mathematics to youth participating in the program. Tutor also integrates Youth Development Services' goals and objectives according to the interests and needs of each student, in a format of planned activities.

### DUTIES:

- Carries out mission, vision, and values established by the President/CEO and Board of Directors.
- Participates in the agency's overall Accreditation Quality Improvement process.
- Develops, fosters and maintains excellent relationships with the foster care youths' case-carrying Children's Social Worker (CSW) and Transition Coordinator (TC) from the Department of Children and Family Services (DCFS) as well as the Deputy Probation Officer (DPO) from the Probation Department.
- Adheres at all times with the requirements, guidelines and standards as set forth by DCFS and Probation Department.
- Follows state laws regarding confidential information in verbal and written communication.
- Prepares all required reports and recording in a timely manner.
- Participates in staff weekly meetings, case conferences, training and professional consultation as necessary.
- Must have the ability to nurture respectful relationship with client and children and must be sensitive to the cultural needs of the population served.
- Perform other duties as directed by supervisor, and as needed.
- Works with Project Coordinator, Outreach Advisor(s), youth and their families, schools, and other agencies to prevent and control delinquency.
- Participates in food and transportation components for planned activities.
- Provides outreach to schools, law enforcement, social service and other agencies.
- Refers any participant needing more extensive counseling to the Project Coordinator.
- Maintains and documents adequate information of participant's school, legal social and family progress. Refers information to supervisor.
- Supervises and enforces participants to comply with Program rules. Implements behavior modification as directed by supervisor and Program Director.
- Provides update/feedback/input to supervisor twice a week.
- When required will provide tutoring at client's home or any other location as assigned.

- Participates in staff weekly meetings, case conferences, training and professional consultation as necessary.
- Perform other duties as directed by supervisor, and as needed.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must be currently enrolled in a higher education institute and has completed 15 semester units, with a grade point average (GPA) of 2.5 or higher in academic subjects. Experience tutoring children below grade level. Experience working with foster care youth a plus.

**Special Requirements/Skills:**

- Excellent interpersonal and motivational skills.
- Commitment to supporting best practices in child welfare.
- Bilingual, English/Spanish.
- Must have a reliable automobile for use on the job (mileage to be reimbursed). Valid California Driver License. State required automobile insurance coverage.
- TB clearance, to be renewed every two years.

**Physical Requirements:**

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Employees working with children must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the childcare center or on the playground.
- Lift 30 pounds from the floor to a waist-high table when necessary.
- Reach a child 20 to 30 feet away within 30 seconds without endangering the staff person's health.
- Crouch to a child's height, maintain eye contact at the child's level, sit on the floor, and stand tall enough to reach children in the highest pieces of equipment.
- Be aware of the cognitive, social, and physical needs of children.
- Communicate verbally and writing in English language to the degree that child, parents, and other staff members are able to understand the respond.
- Handle the responsibilities and routine stress often associated with providing child care services.

**Hourly Rate: \$17.00 per hour**