

JOB DESCRIPTION

POSITION: Professional Mathematics Tutor

DEPARTMENT: Achievement Plus

DIVISION: Academic Affairs

REPORTS TO: Academic Skills, Tutorial Coordinator

RESPONSIBILITIES:

1. Provides one-to-one professional services to Achievement Plus Program students taking Math 100, 120, 123 & 125.
2. Provides Achievement Plus with monthly statistical reports by keeping a log of students seen and number of tutoring hours per student.
3. Promotes positive and prompt feedback on student progress.
4. Sets high standards for student performance and achievement.
5. Is available during meeting/resource hours as posted and agreed upon with Tutorial coordinator.
6. Prepares monthly reports for Achievement Plus staff meetings to discuss students in academic difficulty.
7. Participates in Achievement Plus summer & fall orientation.
8. Participates in January Welcome Back event, as teaching schedule permits.

NON- ESSENTIAL ELEMENTS

1. Teaches one or two sections of Math 100 during the summer bridge program.
2. Develops and facilitates a math workshop for students during the academic year.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Master's degree in Mathematics preferred but a Bachelor's degree with experience will be considered. Commitment to working with students needing developmental math instruction. Well-developed interpersonal skills. Ability to get along with diverse populations; tactful and mature.