



CENTER FOR  
LEADERSHIP  
DEVELOPMENT

*Empowering Youth / Strengthening Community*

**Job Title:** Academic Tutor – **English**

**Organization Name:** Center for Leadership Development - Indianapolis, Indiana

**Organization/position introduction** – Center for Leadership Development has IMMEDIATE openings for a part time (10-20 hours per week) English tutor in its College Prep Institute lab (CPI).

**Organization overview:** *The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment. CLD offers fifteen character rich programs and initiatives, one on one counseling services, internships, academic seminars and opportunities for tuition scholarships through our 23 college and university partners.*

**Responsibilities:**

- Provide one-on-one English tutoring
- Help students with homework.
- Assist students in grades 4-12 and college students in understanding concepts while working on coursework and supplemental PLATO prescriptions.
- Log students into PLATO Learning Systems to utilize assessments and coursework.
- Review Guidance Counseling recommendations for student's academic success.
- Communicate progress and issue to students and parents as needed.
- Provide insight into additional resources to improve learning (i.e. websites, study materials).

**Qualifications:**

- Understanding of scientific-based reading research and evidence-based practices for teaching reading and assessing student progress toward achievement of benchmarks.
- Knowledge of research-based strategies in literacy.
- Very strong knowledge of basic language concepts, vocabulary building, essay writing & critiquing.
- Willing to learn PLATO Learning Systems coursework to assist and guide students.
- Ability to simplify and teach complex concepts of the English language.
- Very patient and understanding approach to teaching.
- Flexible schedule with varied hours:  
Monday – Thursday 4:00pm – 7:30pm and Saturday 10:00am 4:00pm

**Preferred Skill/qualifications:**

- Knowledge of coursework from Grades 4 -12.
- Elementary and Secondary Education students (seniors).
- Licensed teachers
- Retired Educators

**The following documents are required with submission:**

- Letter of recommendation from recent English professor (if college student)
- Letter of recommendation from English Department Head (if licensed teacher)
- Current **official** university transcript (if college student)
- Two references (in addition to letter of recommendation)

**Salary:** \$12.00 per hour

Contact: Email a cover letter with resume, letter of recommendation, current official transcript and references to: Malybu White [mwhite@cldinc.org](mailto:mwhite@cldinc.org) . No phone calls please.