



CENTER FOR
LEADERSHIP
DEVELOPMENT

Empowering Youth / Strengthening Community

Job Title: Academic Tutor – **Math**

Organization Name: Center for Leadership Development
Indianapolis, Indiana

Organization/position introduction – Center for Leadership Development has IMMEDIATE opening for one part time (10-20 hours per week) Math 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 Math 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).
- Assist students in using manipulatives to gain understanding of concepts.

Math Qualifications:

- Very strong knowledge of Foundational Math, Algebra I, Algebra II, Geometry
- Willing to learn PLATO Learning Systems coursework to assist and guide students.
- Ability to simplify and teach complex concepts.
- Very patient and understanding approach to teaching.
- Flexible schedule with varied hours:
Monday – Thursday 4:00pm – 7:30pm
Saturday 10:00am 4:00pm

Preferred Skill/qualifications:

- Pre-Calculus (11th & 12th grade) and Calculus (12th grade & College)
- Knowledge of coursework from Grades 4 -12.
- Elementary and Secondary Education students (seniors).
- Licensed teachers
- Retired Educators

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 . No phone calls please.