



CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

Job description

Position: Academic Tutor

Job Type: Part-time

We are looking to fill the following Tutor positions in our College Prep Institute (CPI) Lab: Language Arts and Math. The roles provide tutoring support to students' grades 4 through 12, as well as CLD Alumni currently enrolled in college. You will be paired with students at the direction of the Director of College Prep Institute according to your degree and experience. For instance, some Tutors will work strictly with Elementary or Junior High School Students; some will work a mix of High School and College students. The hours are flexible between 4:00 p.m. to 8:00 p.m. Monday through Thursday. You must work 5 hours/week Monday – Thursday as well as work two Saturdays per month from 11:00 a.m. to 4:00 p.m. The hourly rate is as follows:

- **Master's Degree = \$25/hour**
- **Bachelor's Degree = \$18/hour**
- **College Student = \$12/hour**

***Language Arts Tutor:** It is essential you have strong interpersonal skills for effectively transferring the knowledge you have. The ideal candidate is a current Licensed Teacher or Retired Educator, possessing a Bachelor's degree in either English or secondary education with English language arts emphasis. Fluency in communication is acquired by experience, and hence the experienced professionals are given more preference in this field. Knowledge of additional language apart from English, previous experience in language teaching, post-graduation in English language, etc. are other additional attributes which are considered before selecting a candidate for this post.

***Math Tutor:** The primary responsibility of this role is to teach students grade 4-12 and some college how to comprehend their math coursework, complete math homework, and prepare for math tests. It is essential the Math Tutor must have strong interpersonal skills for effectively transferring the knowledge they have

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No phone calls please

while also maintaining a positive learning environment for the student. The ideal candidate is a current Licensed Teacher or Retired Educator with very strong knowledge of Foundational Math, Algebra I, Algebra II, Geometry, Pre-Calculus and Calculus.

If you like to work with others who are passionate about our mission, who enjoy collaborating with co-workers, who have a professional appearance and demeanor and who want to encourage minority youth to graduate from high school, enroll, persist and graduate from college, work in the field of their choice and give back to their communities, you are the right person to consider working at CLD.