



## Service-Learning Tutor Job Description 2020

### POSITION DESCRIPTION:

- Under the direction of a credentialed teacher or certificated staff, provide in-class (virtual) and after school (virtual) individual and small group tutoring to students in partner elementary, middle and high schools
  - Subjects: Math, Science, English, literacy, and/or Social Studies
- Assist students in improving academic achievement by utilizing academic language, asking probing questions, reviewing class materials, discussing the text, predicting test questions, formulating ideas for papers or working on solutions to problems
- Tutoring is a supplement to classroom teaching.
- Tutors are not expected to know everything about the subject for which they tutor; tutors should instruct students using the teacher's methods
- Engage in coaching to set goals and reflect on progress towards goals
- Gain Early Fieldwork Experience (EFE) or pre-service hours for teaching credential program

### RESPONSIBILITIES:

- Complete required tutor training
- Be punctual for all scheduled tutoring sessions and meetings
- Complete agreed weekly hours set by Pathways Office and Cooperating Teacher(s)
- Follow classroom rules and instructions from the assigned K-12 Cooperating Teacher(s)
- Check SDSU email and phone messages on a daily basis to keep up to date with program needs and reply within 72 hours
- Complete daily paperwork including tutor logs and time sheets
- Turn in all paperwork by deadlines including timesheets, required data, teacher evaluations, etc.
- Notify the Pathways Office and your Cooperating Teacher(s) if you will be late or need to miss a session
- Follow all program procedures and school site policy
- Be professional and remember you are a role model

### QUALIFICATIONS:

- Be enrolled at San Diego State University
- Hold a G.P.A. of 2.5 or higher, hold a B average in subjects interested in tutoring
- Have a strong desire to work with children and help them achieve academic success
- Excellent communication and time management skills
- Problem-solving and anticipatory skills
- Desire to learn and serve the community
- Desire to experience service-learning program