

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Entry Level America Reads/ America Counts Tutor

DEPARTMENT: Community Outreach and Leadership Development

DATE: January 2014

SCHEDULE: Flexible, 5-20hrs/wk

FLSA: Non-Exempt

REPORTING SUPERVISOR: Volunteer Services Coordinator

JOB FUNCTION:

Assist elementary through high school students with improving math/reading skills at local schools and non-profit agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	80%	Ongoing	Tutor individuals and small groups in necessary math and reading skills and assist in completion of homework, if necessary.
2.	10%	Ongoing	Prepare, organize, and maintain tutoring materials and support tasks such as making phone calls, record keeping, filing, copying, and faxing.
3.	10%	Ongoing	Work and maintain open and consistent communication with site supervisors, classroom teachers, program coordinators and/or other university personnel.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester with a minimum 2.75 GPA
2. Willingness to make a one or two semester commitment.
3. Must work a minimum average of 5 hours per week.
4. Competence organizing and prioritizing multiple work assignments, exercising sound time management and reliability in meeting commitments consistently.
5. Competence in accurately following and explaining instructions and procedures.
6. Willingness and ability to work with people from all cultures, religions, backgrounds, etc.
7. Strong commitment to serving children in our community and to fulfilling the mission of the America Reads/America Counts program with professionalism and integrity.
8. Strong oral and written communication skills including the ability to summarize information for students being tutored in a coherent fashion.
9. Ability to foster effective relationships with students and to work cooperatively with others in a school setting.
10. Self-motivation and ability to work as part of a team with Community Outreach and Leadership Development staff and on-site supervisors.
11. Must have access to reliable transportation to get to and from tutoring sites.
12. Must have completed a FAFSA form (Financial Aid) for the current academic year.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

ATTENDANCE POLICY:

Tutors are expected to work their scheduled times. Failure to work within the scheduled times results in disciplinary action.