



BTG Tomales High School Tutor Job Description

Job Title: High School Tutor

Reports to: Director of High School and College Programs

Exempt/Non-Exempt: Non-Exempt

POSITION SUMMARY/OVERVIEW

The High School and College Program of BTG relies on tutors to help students review and complete class assignments and prepare for tests. They prepare lessons by connecting with teachers when possible, reviewing textbooks in detail to understand the topic they will be tutoring and providing additional work if needed to help a student understand a concept. The Tutor works directly with students to assist them in gaining a better understanding of the material and to experience greater success as a student. **We are currently seeking tutors to work after school in West Marin at Tomales High School. The program meets from 3:00 to 5:00 pm, Monday through Thursday. Tutors can work one or more days per week. We are especially looking for tutors for high school level math, science, and English.**

MINIMUM QUALIFICATIONS

- Education
 - High School Diploma required
 - College Degree preferred

- Related Experience
 - 2+ years of experience as a teacher or tutor with high school age students
 - Advanced coursework in math, science or humanities courses at the college level preferred
 - Experience working with diverse populations

- Knowledge, Skills, and Abilities
 - Familiarity with G-Suite, Student Information Systems, Slack and other applications
 - Emotional maturity and stability
 - Patient, flexible, positive, consistent, dependable, and cooperative with a sense of humor
 - Ability to take supervision and correction constructively
 - Ability to positively supervise students
 - Ability to collaborate and communicate effectively

- Licenses & Certifications
 - Mandated Child Abuse Reporter
 - TB clearance
 - Livescan clearance

MEASURED RESULTS

Student engagement during program hours
Student understanding of coursework
Student success on homework, tests, projects
Student satisfaction with feeling supported

\$40 - \$45 per hour, depending on experience

How to Apply:

Please submit your resume and cover letter to jobs@btgcollegeprep.org.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This job description is not meant to be all-inclusive. This job description is not a written or implied contract.