



Title: Part-time Instructor

Supervisor: Program Director

Responsibilities: Instructor's duties include but are not limited to the following:

- Provides academic enrichment services in Reading and/or Math 2-3 times per week at sites located in the metropolitan area of Chicago
- Conducts pre- and post-assessment tests to students
- Creates an Individual Learning Plan based on pre-test results
- Prepares daily activity reports
- Prepares progress reports to parents, schools, and district bi-weekly and/or monthly or upon request
- Facilitates meetings with parents, schools, and staff to discuss students progress
- Maintains and records attendance and submits accurate attendance to Program Director weekly
- Schedule make-up sessions for absent students as needed
- Attends professional development training to enhance tutoring skills
- Assists with marketing efforts of the Tutoring Program (i.e. attending parent nights)
- Contributes to the program evaluation efforts
- Establishes relationships with parents and students

Qualifications:

- At least 60 college credits hours/and or possess a Bachelor's Degree and least 3 years of tutorial experience in Reading and/or Math
- Must pass a background screening
- Able to travel to program site(s) located throughout the metropolitan area of Chicago
- Available to work late afternoons/evenings and/or weekends
- Ability to interface with community leaders
- Passionate and committed to vision/mission/goals
- Exceptionally strong organizational, Solid relationship-building skills and communication skills
- Demonstrated creativity, flexibility and comfort in working with diverse populations.

Please send your resume along with cover letter to jobs@eeeyouth.org in the subject line, please include Tutoring Program. No calls please.

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Phone Number: 773-473-4650 Fax Number: 866-226-0485
Website: www.eeeyouth.org