

K-12th Grade Tutor Job Description w/ Learning Outcomes

Job Summary

K-12th Grade Tutors provide high-dosage tutoring (1:1 to 1:4 student ratio) in under-resourced areas around Indianapolis in order to increase academic achievement. Tutors work on site in schools or community centers in teams of 2-4 staff members. Gain real world experience working directly with students using the latest curricula. Earn supplemental income while helping your community.

Company Overview

Listen to Our Future is a grassroots organization founded in June 2020, inspired by social justice movements and motivated by the effects of COVID-19 on the education system for students in under-resourced communities. Our founders, Lillian Barkes and Brandon Street created a BIPOC-led 501(c)(3) organization to educate youth and allow them to be change-makers in their community.

Schedule & Hours

Hours for this position vary based on scheduled programming and may fluctuate week to week. Listen to Our Future (LTOF) follows the academic school calendar, which means programming primarily occurs during the school year. As a result, hours are not guaranteed during school breaks or summer months unless specific programming is scheduled.

Location(s)

- Listen to Our Future Learning Center (1518 E Washington St 46201)
- Schools in & around Indianapolis metro area
- Community Centers in & around Indianapolis metro area
- Virtual meetings and/or workshops

Duties & Responsibilities

- Facilitate tutoring sessions - Instruct K-12th grade students to improve academic performance, occupational skills, & prepare for academic exams in 30-60 minute sessions
- Assess students' progress & performance for comprehension
- Assist Site Coordinator with set up and clean up of LTOF's assigned area
- Meet with team at beginning of shift to plan for the day & end of shift for data wrap up
- Promote students' learning productivity
- Student behavior management
- Attend and participate in training & development workshops/sessions
- Communicate with supervisors regarding student needs, plans, & progress

- Testing and assessing individual student needs & goals
- Other tasks as assigned

Qualifications

- Demonstrate a 3.0 GPA or higher
- Reliable transportation
- Must pass a fingerprinting background check
- Access to a tech device (smartphone, tablet, or computer)
- Experience working with K-12th grade youth (preferred, not required)

Skills

- Ability to arrive on time & prepared
- Ability to communicate via multiple platforms (phone, text, apps, etc.)
- Willingness to pivot to last minute schedule changes
- Working knowledge of Google Drive (preferred, not required)

Working Conditions

- Schools & Community Centers located throughout the Indianapolis metro area
- The Listen to Our Future Learning Center, located SW downtown (~5 mins from the Fountain Square area)
- Virtual meetings and/or training workshops
- Monthly All Staff Meeting
- Regular team networking events
- Supportive supervisors on site
- Expect to commute!

Compensation & Benefits

- \$12-15/hr
- Flexible scheduling - we work around your school schedule
- Free 24/7 access to doctors & mental health counselors via telehealth
- Real world career skills development
- Staff community events
- Professional development opportunities (workshops)
- Career growth opportunities
- Inclusive work culture
- Gas reimbursement program

Knowledge, Skills, & Abilities Gained in this role

Communicator

- Improve communication skills through building positive relationships with students, team members, supervisors, and community partners
- Effectively communicate lessons & learning strategies, evaluate & reflect on students' learning & current understanding
- Effectively communicate with supervisors & students on their learning progress, and help students master learning objectives
- Establish group community norms at the beginning of the semester & maintain expectations throughout the academic year

Problem Solver

- Use logic, reasoning, & critical thinking to identify the strengths & weaknesses of alternative solutions, conclusions, or approaches to problems
- Work with site team members in small groups to achieve students' semester goals
- Use student behavior management techniques taught by the organization
- Leadership professional development opportunities available

Innovator

- Assist Site Coordinators whenever a pivot is required (ex: we have to change rooms, 2 hrs delays, unexpected field trips, etc.)
- Pursue your interest of working with youth by practicing the organization's tutoring techniques with fidelity

Community Contributor

- Communicate respectfully and effectively with students, teachers, community partners, parents, and school administrators in the Indianapolis community
- Listen to students regarding their needs, behaviors, moods, etc. and summarize into helpful guidelines for progress at the close of each tutoring session
- Establish group norms for each tutoring cohort & maintain relationships with students throughout the full academic year