

Looking for a job for this coming Fall?



JOB OPPORTUNITY

Job Title	1-2-1 Tutor
Pay Rate	\$12-\$15/hour for tutoring DOE \$8/hour for trainings and meetings
Location	Los Angeles County and Surrounding Areas

Tutor bonuses and incentives available!

The Community College Foundation is a non-profit organization promoting education and community. The Foundation's 1-2-1 Tutoring Program provides individual in-home tutoring for K-12 students in the subject areas of Mathematics and Language Arts (including Reading, Spelling, Vocabulary, and Writing). Through the No Child Left Behind Act, the 1-2-1 Tutoring Program provides eligible students up to 32 hours of individual tutoring. Tutoring sessions are scheduled twice a week for 1-2 hours per session.

Essential Responsibilities

- * Provide one-to-one tutoring to youth in the home or at a local library
- * Ongoing assessment of math and reading skills of each student
- * Attend paid tutor training prior to starting, and any recurrent training that is needed
- * Participate in biweekly staff and additional training meetings as needed
- * Complete all paperwork pertinent to tutoring services in a timely manner
- * Maintain organized system of data collection on each youth
- * Be prompt and prepared in attending all scheduled sessions
- * Encourage parents and students to obtain school report cards and provide performance feedback
- * Provide written weekly updates and feedback to project coordinator

Essential Qualifications

- * Bilingual applicants encouraged
- * Previous experience tutoring or working with youth
- * Minimum of 15 semester units, or equivalent, with core requirements (Math, English) completed with a minimum 2.5 GPA (a transcript copy will be required)
- * Able to be positive role model for youth and capable of relating to youth
- * Strong organizational skills and ability to work independently and check in with supervisor
- * Must have own transportation, valid driver's license and proof of automobile insurance
- * Willingness to travel in the Los Angeles area or specific areas being served throughout California
- * Must have access to internet
- * Employment is contingent on passing a Department of Justice and Federal Bureau of Investigation fingerprint background check and obtaining a passing Tuberculosis (TB) Test.

Please submit a cover letter and resume to the following:

Attn: 1-2-1 Tutor Coordinator - Los Angeles
The Community College Foundation
3530 Wilshire Blvd, Suite 610
Los Angeles, CA 90010
Phone: (213) 427-6910
Fax: (213) 383-7913
Email: tutor@communitycollege.org

Timeline

Interviews and paid trainings in August!
Tutoring begins in September!