

Hobbs Municipal Schools Job Description

Position: PSAT/SAT Tutor

Supervisor: Principal/College and Career Counselor

General Job Description: Under the general supervision of the principal and College and Career Counselor and the immediate supervision of the classroom teacher, SAT Tutors assist identified students in academic subjects in order to develop habits of mind and higher standards of academic achievement among students which will increase postsecondary educational options upon high school graduation. SAT tutorials take place in small groups that are subject area specific. SAT tutors assist the students achieve their full potential by facilitating collaborative tutorial groups. Tutors use Socratic questioning and collaborative learning techniques to help the students come up with the answers to their questions on their own and by working with fellow students.

Qualifications:

1. Must have and maintain a minimum 3.1 high school GPA, evidenced by high school transcript OR a minimum 2.5 college GPA, evidenced by college transcript.
2. Must have a strong math and English language arts background, evidenced by school transcript
3. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Take an active role in developing the academic and personal strengths of college bound students.
2. Serve as a positive role model/mentor to students.
3. Determine from student's notes and discussions, the concepts to teach or reteach.
4. Review student's class and textbook notes, binders, and calendars.
5. Become familiar with the textbooks and materials used by SAT students.
6. Conduct tutorial sessions in all subject areas individually or in small groups.
7. Conduct mini lessons in the writing process in math or English subject areas, study skills, test taking strategies, and other aspects of college preparation.
8. Set an example of personal excellence and high expectations for SAT students to follow.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.