



LA GEAR UP

Academic Tutor



BOARD of REGENTS
STATE OF LOUISIANA

Louisiana Office of Student Financial Assistance (a program of the Board of Regents) is looking for Academic Tutors to assist during the school year, schools in the following parishes: East Baton Rouge, East Feliciana, Iberia, Madison, Orleans, Point Coupee, Red River, St. Helena, and St. John.

LA GEAR UP TUTOR (MULTIPLE POSITIONS): Part-time temporary, position(s) through July 31, 2019. Appointments may be renewed annually based upon available funding and satisfactory job performance. **MUST BE WILLING TO TRAVEL UP TO 20-30 minutes** to assigned schools.

Salary: Commensurate with education and tutoring experience (\$20 - \$25 an hour)

Work Schedule: Typically, hours will be during school and sometimes immediately after, Monday - Friday, not to exceed 29 hours in one week.

Duties: Under direct supervision of their respective Math Specialist, Louisiana GEAR UP Regional Coordinator and/or Site Coordinator of the Louisiana GEAR UP Program, the Tutor will work with middle school and/or high school students to help them in core academic Mathematics and Language Arts classes.

Tutors will work independently and in conjunction with program staff to provide program participants with required and permissible services. Services include but are not limited to:

- Provide study sessions, note taking lessons, and review of student work.
- Provide tutoring services utilizing LA GEAR UP approved ACT Test Prep materials.
- Attend training and meetings identified by LA GEAR UP staff.
- Develop, implement, and monitor a plan to meet student specific needs and progress towards middle and high school graduation, and college readiness. Development of this plan should involve the site coordinator.
- Assess and monitor students' participation in a rigorous secondary school program of study.
- Maintain student information, including academic and student participation in program activities, while adhering to confidentiality requirements.
- Encourage the intellectual and personal development of program participants.
- Obtain and become familiar with each campus, student and staff handbooks, understanding policies and procedures to include: school mission, improvement plan, behavior plan, and policies and procedures.

Requirements:

- Previous experience with tutoring middle or high schools students (preferred).
- Have a GPA of 3.0 in the subject they wish to tutor (preferred).
- Candidates must conduct themselves in a mature demeanor at all times, being careful to avoid fraternizing with students.
- Candidates must demonstrate behavior consistent with providing students with a role model for behavior in academic and non-academic settings.
- Candidates must have reliable transportation and be willing to travel to various school sites in the evenings. Some weekend travel will be required.
- Applicants must have strong interpersonal, oral and written communication skills.
- Applicants must demonstrate proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Applicants must possess the ability to handle confidential and sensitive information, the ability to work cooperatively with a diverse group of people, exercise sound judgment, determine priorities, complete assigned projects promptly and work well under tight deadlines.
- Strong preference for candidates that have received TRiO-specific training, such as the training sponsored by the U.S. Department of Education.
- Strong preference for candidates who have succeeded in overcoming barriers similar to those confronting the project's target population.

Former GEAR UP/TRiO students, college students and current or retired teachers/interventionist, GEAR-UP Students are also encouraged to apply!

This position will remain open until filled. The selected candidate must successfully pass a thorough background investigation, Live Scan fingerprinting, and pre-employment drug testing before the appointment.