



Job Description - Position Profile

Position Title: Academic Tutor

Reports To: Pathways Program Manager

Classification: Hourly

Position Summary:

Responsible for working to ensure that youth participating in ***Pathways: A Youth Diversion Program for Talladega County*** are provided quality instruction and support to meet the students' academic needs.

Primary Responsibilities

- Collaborates with the Project Manager in program development and implementation of program goals and objectives.
- Works directly with ***Pathways*** program participants in the implementation of program goals and objectives.
- Systematically monitors student performance.
- Works collaboratively with the Family Support Team to assess the specific academic strengths and weaknesses of the participating youth and the development of individualized strategies in response to those identified areas of need.
- Assists in development and evaluation of tutoring material and services.
- Provides instructional assistance, based on identified needs either during the regular school day, in an alternative school setting and/or afterschool and after hours to assure access for participating youth.
- Provides personalized interventions designed to provide support tailored to individual student academic needs.
- Partners with parents/caregivers/families.
- Participates as a member of the ***Pathways*** Family Support Team.
- Assists with data collection and reporting.



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Qualifications:

- B.S. degree in Education, education, social services, or related field is desired or successful experience in delivering individualized academic instruction.
- Irregular work hours may be needed, which may include weekends.

Essential/Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE are employees "at-will". I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date