



Job Description - Position Profile

Position Title: Academic Tutor

Reports To: BRIDGES Program Manager

Classification: Hourly

Position Summary:

Responsible for working with Sylacauga City School participants in providing individualized tutoring. Assists individual program participants by implementing an instructional curriculum.

Primary Responsibilities

- Establish a working relationship with each participant.
- Establishes a working relationship with the school and BRIDGES staff.
- Planning with the Program Manager on a regular basis to optimize participant success.
- Develops records of pertinent information on each participant for reporting purposes.
- Works individually with participants to help strengthen weak learning areas.
- Demonstrates ability to work as part of a team and possesses maturity in interpersonal staff relationships.
- Follow all policies and procedures.

Knowledge, Skills and Abilities:

- Must have experience in youth development programming.
- Skilled in verbal and written communication.
- Knowledge of student achievement goals, educational curriculum, and assessment data.

Qualifications:

- A minimum of a B.S. degree in Education.
- Master's degree preferred.
- Experience in academic, prevention, and educational services are essential.
- Applicants must possess a valid driver's license.



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Essential Functions/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