Tutors Wanted For K-12 Students (San Leandro)

Worksite: San Leandro, CA
Preferred Major: Any Major
Schedule: 7 days/week, afternoons, evenings, weekends, part-time
Salary: $15-$18 DOE

The Community College Foundation is a non-profit organization covering a large range of social services. Our Tutoring Program offers individual in-home tutoring (or at a public library) for students in grades K-12 in the subject areas of Mathematics and Language Arts.

The Community College Foundation's Tutoring Program provides:

* FLEXIBLE SCHEDULE
* REWARDING EXPERIENCE
* LOCATION: San Leandro, CA

Tutoring takes place afternoons, evenings, and weekends, with schedules decided on between the tutor and parent/guardian.

About the TCCF Tutoring Program:
- Providing Supplemental Educational Services to students through the No Child Left Behind act
- Tutoring takes place afternoons, evenings, and weekends, with schedules decided on between the tutor and parent/guardian

Responsibilities:
- Provide one-on-one tutoring to youth in the home or public library if the parent prefers
- Ongoing assessment of Math or Language Arts skills of each student.
- Participate in staff and additional training meetings as needed.
- Complete all paperwork pertinent to tutoring services in a timely manner.
- Enter tutoring session information online promptly after session is completed.
- Be prompt and prepared in attending all scheduled sessions.
- Provide weekly updates and feedback to project coordinator.
- Keep in regular contact with parents/guardians in order to keep a consistent tutoring schedule.

Preferred Abilities
- Previous experience tutoring or working with youth preferred.
- Able to be a positive role model for youth and capable of relating to youth.
- Strong organizational skills and ability to work independently and check in with supervisor frequently.
- Excellent communication skills.
- Bilingual in Spanish a plus.
Additional Info
Recruitment - Before students are assigned, there are Recruitment hours available for those interested in marketing within specific areas with eligible schools. This includes attending parent fairs, passing out flyers, talking to parents and promoting in the community.

Tutoring takes place:
Monday - Friday between 3-8pm
Saturday & Sunday between 9am and 8pm
Each student receives 1 to 2 hour tutoring sessions twice a week.

Pay Rate
Part Time (12-30 hours/week depending on availability/schedule)
$15 - $18/hr for Tutoring DOE
$10/hr for Recruitment
$9/hr for meeting/training

Apply
Please send resume to ijimenez@communitycollege.org

Mandatory Qualifications
- Must have own transportation, valid driver license, willingness to travel in the specific areas being served throughout California.
- Must have easy access to a computer and the internet.
- Employment is contingent on passing a Department of Justice and Federal Bureau of Investigation fingerprint background check and obtaining negative Tuberculosis (TB) Test results.
- Minimum AA Degree completed with a minimum of 2.5 GPA (a transcript copy will be required).

The Community College Foundation is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religion, or political affiliation, age or sexual orientation. It is the policy of TCCF that the workplace be free from the effects of drug and alcohol abuse.