

Job Title:	Academic Enrichment Tutor	Job Category:	Academic Team
Department/Group:	Learning Center		
Location:	Aspire Speech & Learning Center	Travel Required:	None
Level/Salary Range:	Entry Level – \$12-14/hour	Position Type:	Part Time Generally 5-15 hours per week Hours do vary based on clients' availability
HR Contact:	Charity Crossley	Date posted:	10/15/2018
Will Train Applicant(s):	Yes	Preferred Availability:	2:00-7:00pm Monday through Friday
Applications Accepted By			
Fax or E-Mail: 559-228-9100 or grow@aspirepeech.com Subject Line: Academic Enrichment Tutor Application Please submit a copy of your resume along with a cover letter explaining why you have an interest in working for Aspire Speech & Learning Center and your interest in this position.		Mail: HR Department Aspire Speech & Learning Center 2505 West Shaw, #101 Fresno, CA 93711	
Job Description			
Role and Responsibilities The Academic Enrichment Tutor focuses on building math, reading, hand writing, and writing skills. Instruction is based on each student's individual needs; it often includes organizational skills and good studying techniques. Tutors will work with special education students and must feel comfortable interacting and explaining work in a variety of ways. Clients can range from pre-k to college prep and the tutor must be prepared for all levels.			
Job Duties <ul style="list-style-type: none"> • Providing academic tutoring for K-12 students via research-based reading and mathematics programs • Developing educational goals for students based upon assessment results and parent desires • Consulting with parents about their concerns for their child's academic progress • Keeping accurate data and observations from each session • Writing monthly progress reports to document student progress towards their goals 			
Education/Training Requirements <ul style="list-style-type: none"> • Bachelor's Degree in an Education-related field or at least 1 year of experience in tutoring K-12 students • Strong math skills are a priority, as well as proficiency in other topics 			
Personal Characteristics <ul style="list-style-type: none"> • Be adaptable to student personalities and behavior • Be a creative problem-solver • Be able to process guidelines and information quickly • Possess sound judgment when planning and accomplishing goals • Be able to work under strict confidentiality • Schedule flexibility as clients' schedules change throughout the weeks • Being bilingual in English and Spanish is a plus 			