

**Central Christian School
Middle School Academic Tutor
Job Description
August 1, 2022 - July 31, 2023**

Tutors are a connecting point between students, their families, and the program of the school. It is important to learn to know each student to be able to meet their academic, social-emotional and spiritual needs. This supports the mission of the school: *To know Christ and to make Him known.*

Supervision

Academic Tutors report to the Principal.

Position

- Provide academic tutoring services to students in need of academic assistance
- Provide academic assistance to students in the classroom in an inclusion learning environment

Pay Grade

Salary - commensurate with experience and education level

Expectations

- Reflect an active personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public
- Affirm the identity, mission, and vision statements, and the foundational documents principles of Central Christian School.

Contract Information

Full time position for school year

Working hours are 7:30 am – 3:30 pm

Salary pay

Responsibilities

- As assigned, provide academic tutoring services to students in need of academic assistance.
- Coordinate and facilitate tutoring services with the Principal, Family Services Director, Intervention Specialists, and teachers as needed and necessary
- Provide academic assistance to students in the classroom in an inclusion learning environment
- Complete written notes of appreciation of students to their families at least once a year.
- Monitor study hall as assigned or needed.
- School Committee participation as requested or assigned as needed.
- Attend chapel as a role model. Take attendance.
- Volunteer two times a year at school activities (athletic gate, ushering, etc.)
- Attend all CCS In-service meetings, all school meetings, and grade level meetings as scheduled in accordance with job responsibilities
- Other duties as assigned or requested.

Qualifications

- College degree, Ohio teaching certificate or non-tax certificate preferred
- Some teaching experience is helpful, but not required
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School.