Cabell County School
Job Description
After-School Tutor
(CITY MISSION OFF-SITE)

Position: After-School Tutor

Location: As per Posting

Reports to: Coordinator of Student Support

Salary: Per Posting

Qualifications:

The after-school tutor should possess the following qualifications to meet the instructional needs of at-risk students.

1. Must have a valid WV teaching certificate
2. Preference will be given to secondary, teachers with a Special Education, Reading/Language Arts or Mathematics certification.
3. Preference will be given to individuals who can demonstrate or show evidence of working with at-risk students through advocacy, mentoring, or monitoring specific student success. Other evidence may be considered.
4. Must be able to analyze student data and promptly plan a course of instruction for each student through teacher-led lessons or recovery lessons.

Job Description:

1. The after-school Tutor will punctually report to the Huntington City Mission beginning at 3:45 and ending at 5:45, Monday through Thursday.
2. The Tutor will work with students to instruct, recover or complete work.
3. The Tutor will work with groups of students and individually. This time can also be for providing them with the academic and emotional supports needed for success.
4. The Tutor will be responsible for contacting students' teachers and/or counselors for schedules, credit needs, assignments, maintaining grades, and sending six-weeks grades and/or recovery grades to appropriate school personnel.
5. The Tutor will communicate with parents or guardians, as needed and when appropriate.
6. The Tutor will perform other duties as assigned by the Coordinator of Student Support through Student Support Services

October 18, 2021