



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Tutor	<b>DEPARTMENT:</b>	Grants
<b>CLASSIFICATION:</b>	Non-Exempt (Part-Time)	<b>LOCATION:</b>	Berean Christian Church Gwinnett
<b>REPORTS TO:</b>	Education Program Coordinator	<b>SUPERVISES:</b>	None

### PRIMARY ROLE

The Tutor is responsible for helping students to understand different subjects matters. In this role, you will be accountable for reviewing materials used in the classroom, explaining various topics, preparing students for upcoming assessments, assisting, and encouraging the students in the learning processes. This position requires you to find ways to help students with their unique challenges and provide parents with progress updates.

### PRIMARY RESPONSIBILITIES

- Assisting students with homework, projects, test preparation, papers, research, and other academic tasks.
- Being prepared and arriving on time for scheduled tutoring appointments with parents and daily tutoring sessions for the students.
- Collaborating with the Education Program Coordinator on program goals.
- Connecting with parents and keeping them informed of student's progress and areas to be improved.
- Demonstrating academic best practices for specific subjects and assignments.
- Developing and distributing creative teaching materials to supplement classroom lessons, including study guides.
- Establishing a friendly, encouraging, and welcoming environment for students upon their arrival.
- Providing students with positive and constructive feedback.
- Remaining up to date with the school curriculum and subject-specific content.
- Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions.
- Performing other duties as required.

### ATTRIBUTES and QUALIFICATIONS

- Must have a High school diploma or equivalent.
- Must be courteous and attentive when dealing with others.
- Experience in the related field or any similar combination of education and experience is a plus.
- Ability to communicate effectively, efficiently and professionally.
- Must show evidence of a personal relationship with Jesus Christ through the demonstration of spiritual maturity and moral integrity.