



Administrative Services

Judith Barris
Executive Director

Carmen Kuula
Director of Planning and Senior Services

Ronald C. Loos
Board Chairperson

POSITION: Tutor- Upper DEC Dragon PLUS Program
RESPONSIBLE TO: Site Coordinator

EMPLOYMENT STATUS: Part-Time (6 hours/week, afterschool), Hourly
PRIMARY WORK SITES: Lakeside High School, Ashtabula

GENERAL RESPONSIBILITIES:

Upper DEC Dragon PLUS Program is an afterschool youth program committed to providing academic and enrichment activities to students of the AACCS District. The Tutor is responsible for instructing or assisting students as needed, ensuring students are meeting goals, and assisting in the evaluation of the student's progress.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- May assist the Certified Teacher in developing lesson plans and activities relevant to the student's goals and interests
- Instructs students one-on-one or in small groups to compliment program-centered activities by reviewing classroom or curricula topics and assignments
- Provides support to enable students to progress in their academic goals
- Assists students with homework, projects, test preparation, papers, research and other academic tasks
- Works with students to help them understand key concepts, especially those learned in the program
- Evaluates student's development for the 21st Century programs, in concert with the Upper DEC Dragon PLUS Team
- Ensures program includes activities that contribute to the cognitive, social, emotional, and physical well-being and growth of each student
- Helps troubleshoot academic issues with students
- Attends all meetings as required to provide feedback and assessment of afterschool program
- Maintains accurate records, files, and data systems for grant reporting (e.g., attendance, student data – qualitative and quantitative, standardized testing scores, comparison & participant group data, etc.).
- Reviews and submits monthly, quarterly, and annual program reports as necessary; assures the effective implementation and successful completion of program requirements
- Develops and maintains positive and effective relationships with school district personnel, community partners, and other individuals or organizations involved in youth development
- Participates and builds relationships with the students and parent/guardian/family
- Maintains communication with Upper DEC PLUS Program team members
- Participates in program self-assessment tool with staff and stakeholders
- Works with external evaluators and program staff to measure programmatic, operational, and youth outcomes; ensures all reporting on these outcomes is done accurately

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's Degree preferred in Education or related field; School-Age Child Care Credential (e.g., Education).
- Excellent leadership skills, including knowledge of mentoring and inspiring students
- Excellent organizational skills
- Knowledge of, or ability to master utilization of, all necessary computer software and database programs (including District applications and internet research).
- Excellent written, oral communication, networking, negotiation (conflict management and resolution), and presentation skills
- Experience with curriculum development and lesson planning
- Familiarity with Ashtabula communities, community resources, and school-linked services.
- Enthusiasm for community education and commitment to youth development and services.
- Bilingual and bicultural skills desirable, but not required
- Ability to work some flexible hours (e.g., evenings beyond regular timeframe and weekends)

HOW TO APPLY

Please send, email, or mail cover letter and résumé to: Carmen Kuula ckuula@accaa.org, ACCAA, PO Box 2610, Ashtabula, OH 44005-2610, Attn: CKuula

The Upper DEC Dragon PLUS Program is an equal opportunity employer and is committed to staff diversity. Our programs, services, and staff positions are funded by contributions from individuals and corporations, and by private foundation and public grants. All continued employment is dependent upon the organization's ability to maintain appropriate and adequate funding levels. All staff positions are subject to the final approval of funding resources and of the Board of Directors.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

9-2023