POSITION: Tutor- Upper DEC Dragon PLUS Program

RESPONSIBLE TO: Director of Youth Services

EMPLOYMENT STATUS: Part-Time (4-8 hours/week, afterschool), Hourly

PRIMARY WORK SITES: Lakeside High School, Ashtabula

GENERAL RESPONSIBILITIES:

Dragon Plus is a youth program committed to providing out of school time learning, academic, and enrichment activities to Lakeside High School students. The Tutor is responsible for empowering students in learning, instructing/assisting students with academic work as needed, and ensuring students are obtaining their academic targets.

SPECIFIC DUTIES AND RESPONSIBILITIES:

* Instructs students one-on-one or in small groups to compliment school day academics and/or 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 in alignment with school day content and/or program content
* Consistently communicates with school day staff regarding individual student needs and goals
* 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
* Maintains complete and 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
* Builds and develops connections and relationships with the students and parent/guardian/family
* Maintains communication with Dragon 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

KNOWLEDGE, SKILLS, AND ABILTIES

* Bachelor's Degree in Education or related field or School-Age Child Care Credential (e.g., Education) preferred;
* 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: Robinlyn Vogel [rvogel@accaa.org](mailto:rvogel@accaa.org), ACCAA, PO Box 2610, Ashtabula, OH 44005-2610, Attn: Robinlyn Vogel

*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.

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Employee Signature Date

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