

Student Tutor – After School Program

Brentwood Christian School

REPORTS TO: Program Director
CLASSIFICATION: Part-Time; Non-Exempt; School Year

SUMMARY: To assist students in targeted subject areas via small group tutoring.

RESPONSIBILITIES:

- Support the mission and core beliefs of BCS
- Promote the mission and core beliefs of BCS
- Provide clear and helpful instruction to students in targeted subject areas
- Show diligent attention to information and instructions provided by Brentwood Christian teachers and work within their guidelines
- Contribute to a friendly and productive learning environment
- Complete a report on each tutoring session withing required format and submit to program director
- Model and encourage effective study strategies
- Create and manage resources
- Contribute to a friendly and productive learning environment
- Other duties as assigned

QUALIFICATIONS:

- Ability to pass a background check
- Previous tutoring experience preferred but not required
- Minimum Education: High school graduate enrolled in university courses and in good standing Minimum cumulative and semester GPA of 3.0 with an A or B in related courses
- Must be an active member of a Christian church; Church of Christ preferred

SPECIAL KNOWLEDGE / SKILLS:

- Strong command of subject areas addressed
- Effective interpersonal skills
- Ability to relate to students with various academic needs
- Ability to communicate effectively using the spoken word
- Ability to communicate clearly and concisely using standard grammar, punctuation, and spelling (critical in all language arts and social studies areas)
- Creativity in communicating and in producing a new concept or idea
- Energy and enthusiasm
- Commitment to quality work
- Willingness to follow instruction and abide by guidelines
- Willingness to take initiative as appropriate to make decisions and solve

problems

- Ability to motivate and inspire students
- Ability to follow an organized and systematic method of performing tasks

PHYSICAL REQUIREMENTS:

- Must be able to bend, kneel, stoop and crouch
- Must be able to sit and/or stand for extended periods of time