Read America
Off Campus Employment

Job Description:

Qualifications:
- Receive Financial Aid Work Study
- Background Check

Job Duties & Responsibilities:
1. Tutors are required to attend an initial Orientation and any training meetings.
2. Tutors work directly with teachers of first grade students to improve their reading and math proficiency skills.
3. Tutors perform one-on-one work with individual students, small group work, or class activities.
4. Tutors will collaborate with America Reads/Counts supervisors, teachers, and after school program coordinators to assess students’ needs and how to best address them.
5. Tutors are expected to be positive role models inside and outside of the classroom and be professional in their work place behavior. This means showing up to work on time and making the proper contacts when they expect to be sick or late.
6. Tutors must commit to work consistent hours throughout the quarter.

Hours
Schedules are flexible, working around student schedules. Tutors may not work more than 20 hours per week, as mandated by Hellenic College Holy Cross policy.

I have read and understood the requirement of the position.

Signed: __________________________ Date: ________________________