



Job Description

Title: Student Success Program Tutor
Division: Upper School
Location: Richmond, CA
Reports to: Upper School Intervention Services Coordinator
Status: Part-time, Non-exempt

Our Story

Making Waves Foundation was founded in 1989 as a mentoring program to address the disparity in educational opportunities for low-income students in Richmond, CA. For decades, through comprehensive programming and services, Making Waves has helped prepare and support first-generation college students to graduate from competitive institutions across the country.

In 2007, the foundation opened the Making Waves Academy Middle School, a charter school offering a rigorous fifth to eighth grade academic program and comprehensive services for students and families. The Making Waves Academy Upper School was launched in 2011 and provides rich academic course offerings, career exploration and extensive college advisement.

Position Summary

The role of the **SSP Tutor**, under the supervision of the Intervention Services Coordinator, will be to provide academic support and small group instruction to students, focusing on Math and English support. Tutor hours are from 2:30pm to 6:00pm, Monday through Thursday, and 2:00-5:00pm on Fridays (schedule subject to change based on need).

Primary Responsibilities

Caseload Management

- Manage a caseload of 10 students, including the following: tracking student performance data; recording student progress on a daily basis; goal setting and progress monitoring; and outreach to families or teachers as needed
- Facilitate student use of supplementary online programs to boost English and Math skills
- Collaborate with the Student Success Program team to implement Student Success Program initiatives, ensure consistent and equal coaching of students, and build a successful and focused study environment
- Manage both small group and overall study center environment

Program Support and Communication

- Plan and organize academic support activities
- Resolve conflicts and support students to complete assignments
- Communicate effectively and professionally with both staff and students
- Provide students with academic support, assisting with homework and projects

Additional Responsibilities and Expectations

Mission Alignment

- Demonstrate knowledge of, and support, Making Waves Academy's mission, core values, standards, competencies, and code of conduct outlined in the Employee Handbook
- Participate in the school community – attending school competitions, performances, assemblies, and extracurricular activities

Other

- Perform additional duties as assigned

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

Physical Demands

While performing the duties of this job, the employee may be required to lift files, open filing cabinets and bend or stand on a stool as necessary, and sit for long periods of time.

Travel

None

Qualifications

Experience

- Minimum 1 year of working with groups of 20 or more ethnically and socioeconomically diverse students in a classroom, or after school setting

Skills

- Highly effective and professional communication skills with staff, students and families
- Ability to adapt and align on school-related initiatives
- Highly organized, goal-oriented, and focused on outcomes
- Ability to communicate with and build relationships with students and their families in the culturally and linguistically diverse MWA community
- Ability to uphold and reinforce school policies and procedures when addressing students and families
- Ability to work collaboratively and independently
- Ability to work effectively in fast-paced environments with limited supervision
- Demonstrate an understanding of technology and literacy learning platforms (Microsoft Office Suite, PowerSchool, Canvas, Blackboard, Google Drive and Calendar, if applicable)
- Professional orientation – appearance, communication, organization, and attitude

Education

- Associate's degree required
- Current college students are encouraged to apply

Preferred

- Bachelor's degree required
- Strong Math or Science background highly desirable
- Spanish language proficiency preferred but not required