



Student Success Program Tutor (Part-time)

Position Summary

The role of the *Student Success Program Tutor*, under the supervision of the Intervention Services Coordinator, will be to provide academic support and small group instruction to Upper School students, focusing on Math and English support. Tutor hours are from 2:30pm to 6:00pm, Monday through Thursday, and 1:00-4:30pm on Fridays.

Primary Responsibilities

- Manage a caseload of tier 3 students that includes: tracking student performance data; recording student progress daily; summarizing student progress at the end of every quarter; creating Individualized Learning Plans (ILPs) for each student; setting SMART goals for students; progress monitoring daily; and communicating with teachers and families as needed
- Assist students in drafting student success visions
- Assist students in drafting SMART personal growth goals
- Implement a variety of teaching strategies to increase interest in Math and Literacy
- Facilitate student use of supplementary online programs to boost English and Math skills
- Use historical data to contextualize support
- Attend professional development sessions, meetings, debriefs, check-ins, and collaborate with support staff and faculty as needed
- 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

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

- Plan and organize academic support activities, manage time effectively and organize materials
- Manage both small group and overall study center environment
- Resolve conflicts and motivate students to complete assignments
- Communicate effectively and professionally with both staff and students
- Provide students with academic support, assisting with homework and projects
- Ability to work collaboratively and independently
- Ability to work effectively in fast-paced environments with limited supervision
- Proficiency with Microsoft Office, PowerSchool, and other applicable computer software desired
- Attend consistently between the hours of 2:30 PM and 6:00 PM Monday through Thursday, and 1:00-4:30pm on Fridays

Education

- Associate's Degree required, Bachelor's Degree preferred
- Math or Science background highly desirable

How to Apply

Please send cover letter and résumé to apply@mwacademy.org

Applications will be reviewed on a rolling basis, though priority consideration will be given to candidates that apply early. Making Waves Academy is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.