

## **STUDENT TUTOR**

This position involves tutoring students that are failing at least one subject(s). Students with a 2.5-2.7 GPA can tutor students K-5; 2.7-2.8 can tutor students K-8, and 2.8-4.0 can tutor students K-12. Student's need to be proficient in the following subjects: Math, Science, Social Studies, and English/ Language Arts. Please remember that these positions are not paid and are for high school and college students that are seeking Community Service Hours, Internship, Practicum Site/Field Work, and/or Work Study Program. This position reports directly to the school site Tutor Facilitator. This position is open Monday - Friday; times range between 2:00 PM – 6:00 PM interested applicants are advised to download the application from website at [www.smartkidsinc.org](http://www.smartkidsinc.org)

### **Job Responsibilities:**

- Assist K-12 students in a 1:1 environment. Locations vary: either at a local library or their physical school location.
- Serve as a tutor/mentor/role model for one assigned student for one full semester.
- Provide assistance with homework, financial literacy (material provided), character development, S.T.E.M. activities, test/exam materials, and/or any other projects assigned by their teachers/schools. Give positive feedback. Check for student organization. Be a listening ear. Assist with developing great study skill habits. Support individual student academic needs.
- Provide 100% participation at all times.
- Students agree to abide by all Smart Kids, Inc.'s Policies, Procedures, Rules, and Regulations (please see company handbook). Also, students must attend the two day training sessions that are usually held at a local St. Louis County Library before tutoring assignments are issued.
- Posses good organizational skills and be a leader.
- Exhibit patience and positive attitudes in establishing and encouraging learning environments.

### **Job Qualifications:**

- Must be a current high school or college student.
- Must attend Orientation Training
- Prefer that you have experience in tutoring/mentoring and dealing with youth, grades K-12.
- Students must have received a grade of "C+" or better in the course(s) they are interested in tutoring in (or comparable courses) and should have a cumulative GPA of at least a 2.5. You will not be able to tutor any students that are above your current grade level.
- Students cannot be failing any subjects. Students must be in good academic standing (not on academic probation).

- Students must have patience, dedication, and understanding when tutoring future students. You must conduct yourself in a professional manner when in a tutor session (at all times).
- Must be able to pass a MO Background Check. Drug test are provided randomly.

**Job Format:**

- Arrive at your designated location 20 minutes before the tutoring sessions take place.
- Report to your Tutor Facilitator to sign in. Make sure that you have on your Smart Kids, Inc. ID Badge at all times when you during your tutoring sessions.
- Remember that the tutoring sessions are for one hour: 45 minutes of tutoring and a 15 minute window to break down and clean up. The Tutor Facilitator will be your on-site immediate supervisor during your sessions and will be able to assist you with anything you may need.
- One the hour is completed, wait for student to be picked up before you are to leave. \*\*If parent is late picking up the student, you are allowed to leave and the Tutor Facilitator will be there to take over that situation.
- If there should be any questions, emergencies, and/or any comments, please report to your onsite Tutor Facilitator for answers.
- Before you leave for the day, please be sure to have your paperwork filled out and signed by your onsite Tutor Facilitator.

**Salary:**

This is a \$16 per hour position and highly recommended for college students that are seeking Community Service Hours, Internship Hours, Practicum Field Work, Volunteer Hours, or Federal Work Study Program.

Our students are our most important resources. We share a common goal— educating children to become active, productive, and happy contributing community members. Many children need individualized attention and you have had varied experiences that can help our children achieve. YOU can help many of our children in school. We need volunteers to help teacher in ways that will allow her/him to provide more personal assistance to our children.

**Applications Accepted Until: Continuously**

To apply for this position, please see the see the attachment with this email or visit [www.smartkidsinc.org](http://www.smartkidsinc.org) and click the Tutor Me Program link to fill it out online. You may **can scan and email your applications to [stlsmartkisinc@gmail.com](mailto:stlsmartkisinc@gmail.com)** or send your information to Smart Kids, Inc. Administration Office at 11520 St. Charles Rock Road, Suite 102, Bridgeton, MO 63044.

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