



## Smart Kids, Inc.

11520 St. Charles Rock Road, Suite 102  
Bridgeton, MO 63044  
P: 314-884-1486  
F: 314-455-3746

<https://www.smartkidsinc.org>

## **STUDENT TUTOR**

### **Availability: PART-TIME**

Monday- Friday: 3:00 PM – 6:00 PM (August-May Only)

### **Job Purpose:**

This position involves tutoring students that are failing at least one subject(s). Students need to be proficient in the following subjects: Math and Reading Comprehension. Please remember that these positions highly recommended college students that are seeking Community Service Hours, Internships, Practicum Site/Field Work, and/or Federal Work-Study Programs. This position reports directly to the school site Tutor Facilitator. This position is open Monday - Friday; times range between 3:00 PM – 6:00 PM interested applicants are advised to download the application from the website at

[www.smartkidsinc.org/employment](http://www.smartkidsinc.org/employment)

### **Job Responsibilities:**

- Assist K-12 students in a 1:1 environment. Locations vary: in-person and virtually.
- Serve as a tutor/mentor/role model for one assigned student for one full semester.
- Assist 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 the 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 is a leader.
- Exhibit patience and positive attitudes in establishing and encouraging learning environments.

### **Job Qualifications:**

- Must be a current 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 2.5. You will not be able to tutor any students that are above your current grade level. 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
- 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 professionally conduct yourself when in a tutor session (at all times).
- Must be able to pass a MO Background Check. Drug tests 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 your Smart Kids, Inc. ID Badge at all times when 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.
- Once the hour is completed, wait for the student to be picked up before you are to leave. \*\*If a 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.

### **Location(s):**

- Varies - within the Saint Louis County and Saint Louis City school districts and other community partnership.

### **Salary:**

This is a \$12 per-hour position and is highly recommended for college students that are seeking Community Service Hours, Internships, Practicum/ Field Work, Volunteer Hours, or Federal Work-Study Programs.

### **Applications are Accepted Continuously**

To apply for this position, please 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 **scan and email your applications to [info@smartkidsinc.org](mailto:info@smartkidsinc.org)** or mail your application packet to Smart Kids, Inc. Administration Office at 11520 St. Charles Rock Road, Suite 102, Bridgeton, MO 63044.

*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 the teacher in ways that will allow her/him to provide more personal assistance to our children.*

