



Job Description: Virtual Tutor

Position Summary

Focused Minds Education Group, LLC is seeking qualified applicants to provide **virtual tutoring** for students in grades **2-5** (elementary) and **6-12** (secondary) in **Math** and **English Language Arts**.

Job Responsibilities

- Develop teaching or training materials, such as handouts, study materials, or quizzes.
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- Provide private instruction to individual or small groups of students to improve academic performance.
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- Communicate students' progress to the Director on a weekly basis.

Work Hours

- Part-time: less than 20 hrs a week
- Flexible hours

Qualifications

- High School Diploma/GED
- Minimum GPA 3.0
- Ability to work remotely
- Theoretical and practical understanding of subject to be taught

Compensation: \$15 per hour

Benefits

- N/A

Interested applicants email resume, transcript, and 1 letter of recommendation to info@focusedmindsedugroup.com.



Focused Minds Education Group
"Many Minds. One Mission"