

Instructional Tutor (Grades K–8)

Role

Serves as a small-group academic interventionist delivering **High-Impact Tutoring (HIT)** in reading, writing, and/or mathematics during the school day. Tutors reinforce foundational skills, build learning confidence, and address academic gaps—especially in underserved populations—through consistent, structured, and relationship-centered support. Instructional Tutors embody ALA’s mission to cultivate academic excellence, character, and holistic development by advancing educational equity through personalized learning.

Authority Level

Implements high-quality, curriculum-aligned tutoring sessions with a consistent group of students under the direction of the Academic Director and classroom teachers. While not a certified lead teacher, the tutor exercises autonomy within the small-group setting to build rapport, monitor student growth, and deliver responsive, targeted instruction that accelerates academic progress.

Responsibilities

Instructional Tutors play a vital role in mitigating learning loss and promoting student success by executing a high-impact, in-class tutoring model aligned with national best practices. These responsibilities are grounded in evidence-based methods proven to improve student outcomes in literacy and math while fostering trust and academic confidence through regular, relationship-driven support.

High-Impact Tutoring Delivery

- Conduct **in-school, small-group tutoring sessions (maximum 1:5 ratio)** at least three times per week for 30–50 minutes per session
- Work with the same group of students throughout the school year to build consistency, trust, and sustained academic growth
- Reinforce classroom instruction by using high-quality, standards-aligned curriculum and pacing guides provided by ALA and approved instructional leaders
- Focus instruction on foundational literacy and numeracy, including phonics, reading comprehension, number operations, algebraic reasoning, and problem-solving

Targeted Intervention and Support

- Provide scaffolding, guided practice, and academic coaching that help students build confidence and catch up or accelerate learning
- Use structured lesson plans, intervention protocols, and HIT-approved instructional routines to maximize learning time
- Assist students in developing strong academic habits, focus, and perseverance—supporting both academic and character development

Data-Driven Progress Monitoring

- Collect and track student performance data through pre-assessments, formative checks, and progress monitoring tools
- Collaborate with classroom teachers and the Academic Director to analyze data and adjust tutoring strategies
- Document learning outcomes and session notes weekly to inform planning and progress reporting
- Ensure that student growth is measurable and aligned to ALA's benchmarks and instructional goals

Relationship Building and Engagement

- Establish positive relationships with students that support motivation, engagement, and a sense of academic belonging
- Foster an encouraging, inclusive learning environment that reflects ALA's focus on character, resilience, and equity
- Celebrate progress and effort to build intrinsic motivation and a growth mindset in all learners

Collaboration and Professional Practice

- Collaborate with classroom teachers, the Instructional Coach, and SPED/ELL Coordinator to support differentiated instruction
- Participate in ongoing training and professional development specific to High-Impact Tutoring models and techniques
- Receive regular feedback and coaching from school leaders and instructional staff to improve effectiveness and student outcomes
- Maintain professional conduct, confidentiality, and fidelity to the high-impact tutoring schedule and structure

Alignment with ALA's Mission and Educational Philosophy

- Advance ALA's three pillars: Academic Excellence, Character Development, and Physical Fitness by promoting equitable learning outcomes
- Reinforce essentialist foundations by focusing on core skill acquisition and structured academic routines
- Support constructivist learning by encouraging inquiry, discussion, and student reflection within small-group settings

- Help students develop the intellectual virtue of wisdom, resilience through sustained effort, and confidence through achievement

Reporting Structure:

Reports To: Academic Director

- **Collaborates With:** Humanities Teachers, STEM Teachers, Instructional Coach, SPED/ELL Coordinator
- **Receives Support From:** Professional Learning Communities (PLCs), HIT training resources, coaching sessions, and instructional leaders

Instructional Tutors

Minimum Qualifications

- Associate's Degree or 24 credit hours in Education, Early Childhood Education, Psychology, or a related field
- 18 clock hours of Health and Safety Training
- CPR & First Aid Certification
- Safe Sport Certification
- Arizona IVP Fingerprint Clearance Card

Experience

- 1 year academic support experience preferred

Core Competencies

- Personalized academic support
- Student-centered clarity and encouragement
- Data tracking and progress monitoring
- Content reinforcement through guided practice
- Flexible response to diverse learner needs
- Promotes curiosity through questioning and challenge
- Builds meaningful relationships with students and families