**Scope of Position:** The Academy Tutor is responsible for providing additional support to students in a classroom context. This may be during classroom lessons, testing and other classroom activities.

**Reports To:** Director of Education

**Position Hours:**

Monday-Friday, 8:30 AM-3 PM  Variable  Some weekends

Monday-Thursday, Friday AM  Saturday AM  Some evenings

**Ministry Area:**

100 - Executive  600 - Engagement (Church, Volunteer)

200 - Development  700 - Operations

300 - Academy  800 - Fellowships/Internships

400 - Student Ministries  900 - Seasonal

500 - Family Ministries  1000 – Other:

**Employment Status:**  Regular  Temporary  Full-time  Part-time  Other

**FLSA Status:**  Exempt  Nonexempt

**Exemption Category:** Executive Administrative Ministerial Professional Creative NA

**Essential Duties and Responsibilities:**

* push-in tutoring as directed by the classroom teachers (this would be targeted students that need extra assistance during grade level work)
* leading reading groups
* leading small group testing sessions for kiddos with IEP and ILPs (extra learning required)
* Work with students of any level struggling with math or reading concepts
* Work with ELL teachers to make sure all students are receiving services

**Supervisory Responsibilities:**

Does this position have supervisory responsibility?  Yes  No

* If yes, list titles of who they supervise

**Skills, Abilities, Education and/or Experience**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Ability to communicate thoroughly in English and Spanish (preferred)
* Experience working with Children

**Additional Requirements**

* National Background Check (conducted by Shepherd)
* Provide verification for authorization to work in the U.S. (Form I-9)
* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Attendance of staff Spiritual Days
* Sign up and work at Staff Events throughout the year
* Participate in the Paraclete Program
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

I have received a copy of this job description and understand the requirements of the position and what is expected of me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

c: Employee Personnel File