



## ***Position Description***

<b>Position Title: Tutor/Teacher, The Dowd Education Center</b>	
<b>Submitted By: Beth Urban</b>	<b>Date Revised: 11/4/2016</b>
<b>PT after school hours during school year, More hours available during summer</b>	
<b>Work Area/Department: Dowd Education Center</b>	
<b>Immediate Supervisor's Title: Director of Education</b>	

### **Section I – Position Role Statement**

Teaching and tutoring children attending the Dowd Education Center afterschool and summer programs. Providing a positive learning environment and using developmentally appropriate ways when teaching.

### **Section II – Essential Tasks**

1. Tutor/Teacher
  - a. Providing a caring environment to assist children with their homework, academic enrichment, youth development and social emotional learning
  - b. Providing an environment for children to develop socially and behaviorally, as well as academically
  - c. Maintain accurate daily and monthly records on each child
  - d. Report the need for any academic or behavioral intervention needs
2. Community Involvement
  - a. Participate and help supervise the children during community events
  - b. Accompany and supervise children attending special programming
3. Administrative
  - a. Participate in staff meetings
  - b. Participate in any meeting that requires the attendance of all staff members of The Homeless Families Foundation
  - c. Documentation of a child's progress academically, socially and behaviorally
  - d. Make copies of homework when needed and report cards when possible

### **Section III – AGENCY VALUES/COMPETENCIES**

#### **PROFESSIONALISM**

- Exhibit respect for colleagues, clients and community through positive communication, appropriate body language and dress.
- Exhibit highest work ethic; completes projects on time, work is accurate and thorough; dependable and reliable.
- Maintain confidences.
- Establish and maintain effective relationships with peers, clients and supervisors.
- Actively seek win-win solutions by avoiding hidden agendas.

## **COMMUNICATION SKILLS**

- “Seeks to understand before being understood”.
- Present recommendations, evaluations and solutions in a clear and non-threatening manner.
- Use appropriate body language, tone and terms.
- Verbal and written communication is positive, consistent and constructive.
- Listen with open mind.

## **TEAM PLAYER**

- Champion for programs, services and staff of The Homeless Families Foundation.
- Participate in activities and interdepartmental meetings; contribute individual skills and knowledge to increase likelihood of success.
- Assist all colleagues when necessary in order to meet client needs.
- Collaborate with others to meet deadlines and objectives.
- Mentor less experienced staff.

## **CONTINUOUS IMPROVEMENT**

- Accept responsibility for identifying areas for personal growth and knowledge that are relevant to current and/or future client needs.
- Participate in quality improvement activities for agency including outcome measurement, impact of service and accountability

## **Section IV – Work Experience and Education**

BS/BA in Education/Early Childhood Education/Education Administration preferred,  
Associates Degree and/or Certification will be considered  
Minimum 2 years working with at-risk children  
Valid driver’s license  
Valid auto insurance

## **Section V – Organizational Relationships**

Reports to: Director of Dowd/Assistant Director of the Dowd  
Peers: Tutor/Teachers

## **Section VI – Scope of Responsibility**

Tutors/Teachers are responsible for the children in their classrooms

## **Section VII – Special Requirements**

Experience working with at-risk children.

## **Section VIII – Reviewed By:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Email resume to [burban@homelessfamiliesfoundation.org](mailto:burban@homelessfamiliesfoundation.org)

*No phone calls please.*