



## Academic Support and Achievement Program

### **EXTENDED DAY TUTOR**

(Part-Time, Minimum 4hrs/week required)

Provide one-to-one or small group tutoring to foster, probation and/or at-risk youth in a licensed foster home, short-term residential therapeutic program (STRTP), school, and/or community setting. Tutoring services take place either virtually or in-person as appropriate and involve 1:1 tutoring in one or more settings (primarily STRTPs) for targeted students. This is a part-time, non-contract position.

#### **Primary Duties and Responsibilities:**

- Tutor students individually and/or in small groups to improve academic outcomes
- Responsible for reviewing academic records and pre-post assessment test data
- Responsible for creating an individual tutoring plan for each assigned student and documenting instructional progress of each student
- Work individually with students in need of academic support and remediation, assistance with homework, and/or test preparation
- Meet and collaborate with SSP Counselors, and occasionally meet with other support staff as needed
- Provide information/resources to students regarding college preparation and scholarships as needed
- Participate in scheduled monthly Professional Development meetings (after work hours)
- Complete and submit all required documentation within required timelines
- Responsible for compliance with all program Federal and State mandates

#### **Minimum Required Qualifications:**

- Current LAUSD employees only
- Valid Clear Teaching Credential or Valid Clear Pupil Personnel Services Credential with Specialization in School Social Work, School Counseling, or Child Welfare and Attendance
- Proficient with technology including use of computers and District applications
- Valid California Driver's License and dependable transportation
- Must be able to work effectively with students who are at-risk and struggling academically

#### **Desired Qualifications:**

- Experience providing academic instruction to at-risk students
- Experience tutoring students with emotional disturbance or learning disabilities
- Familiarity with academic records and graduation requirements **Rate: \$36.95 per hour**

#### **Application Procedure:**

- Complete online application at: <http://conta.cc/1MX4AqI>
- Email Resume or Curriculum Vitae (CV); and one Reference Letter to: [asap@lausd.net](mailto:asap@lausd.net). Include the following in the email subject line: "**ASAP APPLICATION; Applicant Name**" and include both of the following attachments:
  - a) Resume or Curriculum Vitae (CV)
  - b) Reference Letter from current supervisor

**ASAP Program:** [asap@lausd.net](mailto:asap@lausd.net)