Academic Support and Achievement Program
EXTENDED DAY TUTOR
(Part-Time, Minimum 4hrs/week)

Provide one-on-one or small group tutoring to foster, probation and or at-risk youth in a group home facility, licensed foster home, school, and/or community setting. Tutoring services involve one-on-one tutoring in one or more settings (primarily group homes) 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 STAR test scores
• Responsible for creating a tutoring plan with each assigned student and documenting instructional progress of students
• Works individually with students in need of academic support and remediation, assistance with homework, and/or test preparation
• Meets and collaborates with PSA Counselors and other support staff as needed
• Provides information and resources to students regarding college preparation and scholarships as needed
• Participates in scheduled monthly Professional Development meetings (after work hours)
• Logs and submits all documentation within required timelines
• Responsible for compliance with all program Federal and State mandates

Minimum Required Qualifications:
• Must be a LAUSD credentialed teacher (General Education and Special Education) who is currently assigned to a classroom
• Must have clear credential
• Must be proficient with technology including use of computers
• Must have a 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:
• Prior experience with at-risk students
• Experience working with students with emotional disturbances or learning disabilities
• Familiarity with academic records and graduation requirements

Rate: $34.83 per hour (as of 9/2016)

Application Procedure:
1. Submit an online application at http://conta.cc/1MX4AqI
2. Email asap@lausd.net with subject line “APPLICATION/Your Name” and the following attachments:
   a. Resume or Curriculum Vitae (CV)
   b. Letter of recommendation from current supervisor

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.