

Position Name: BEACON After School Program
Tutor (Helen M. Knight Elementary)

Educational Requirements: A minimum of two years college education

Wage: \$15/hour

Shift: After school hours = up to 15.25 hours/week plus 20 hours of training/school year

Availability: Part Time. Position is for a one year contract only, dependent on grant funding. Dates of contract cover: Aug. 15, 2011 – May 18, 2012.

Work Schedule: Mondays 12:00 – 3:15; Tuesdays - Thursdays 1:00pm – 5:00pm.

Job Description: Will tutor students in specific academic areas related to their core curriculum and/or assist students with their homework assignments during the after school program at Helen M. Knight Elementary School. Main responsibilities will include:

- tutoring students in small groups
- managing groups of students to make efficient use of time
- communicating with school staff and program staff
- ensuring student safety and school accountability
- attending monthly staff meetings and in-service staff trainings

Necessary qualifications:

- an ability to assume the high level of responsibility involved in working with young children
- organization, communication, and problem solving skills
- ability to effectively tutor up to four students at a time
- ability to create lesson plans for students Kindergarten - 6rd grade to focus on specific academic areas designated by their teachers
- a desire to contribute to the success of elementary school students and the after school program
- dependability
- must pass a criminal background check

Experience: Experience in elementary school curriculum is desirable. Must have some experience working with students in a school setting.

To Apply: Visit the Grand County School District website at www.grand.k12.ut.us and download the Support Personnel Application under Employment. Submit a completed application C/O Stephanie Dahlstrom, BEACON Director to the Grand County School District office located at 264 South 400 East, Moab UT 84532. For more information call 260-1143.

