JOB TITLE: Math / Independent Studies Tutor (Education Coordinator - Level 1)

LOCATION: Pima Vocational High School

RESPONSIBLE TO: SER-Jobs for Progress Inc. (Administratively) and assigned to a designated Pima Vocational High School Manager (Operational)

HOURLY WAGE: $20.79/hour, 25-28 hours per week

Duties / Responsibilities:

• Participate as a member of an instructional team to promote learning activities consistent with the program's mission and objectives.
• Collaborate with data specialist and administration to assist students.
• Maintain appropriate records and file required reports in a timely manner.
• Provide 1-to-1 academic tutoring for students in the subjects of science, English, math, and/or social studies.
• Monitor online independent study software and report out time-on-task and progress for students.
• Plan and implement academic supports to help students make progress in their online coursework.
• Integrate social and emotional learning into academic coursework.
• Provide 1-to-1 and small group academic and/or social and emotional supports.
• Attend and participate in Multi-Tiered System of Support (MTSS) meetings.
• Attend professional development as assigned.

Knowledge & Skills:

Knowledge of:

• Employability skills required to be successful in obtaining and sustaining employment.
• Google classroom learning platform for use in remote, hybrid, and in-person applications.
• Education practices and procedures with emphasis on school-to-work strategies.
• Teaching strategies that meet the learning needs of all students
• Research-based strategies to reconnect older, out-of-school youth
• Arizona school laws and rules promulgated by the Arizona State Board of Education and Arizona State Board for Charter Schools, or other applicable laws, regulations and policies.

Skill in:

• Utilizing teaching strategies proven to be effective with older, out-of-school youth and young adults.
- Working as a site team to ensure effective academic and vocational instruction.
- Communicating effectively, both orally and in writing.

**Minimum Qualifications:**

A Bachelor’s degree from an accredited college or university in education or a related field defined by the appointing authority at the time of recruitment.

Two years of experience working with at-risk youth.

**Preferred Qualifications:**

1. Classroom teaching experience with at-risk-youth, ages 16-21
2. Classroom teaching experience with Special Ed students
3. A Bachelor’s degree in education or other related subject areas.
4. Experience with and ability to relate well to youth ages 16-21.
5. Experience in a school-to-work program.

**Other Requirements:**

1. Candidate must be fully vaccinated for COVID 19 and show proof of vaccination.
2. Candidate must have a current Arizona IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety required to work with minors or vulnerable adult populations.
3. Candidate must have a valid Arizona Class D driver license.
4. Failure to obtain/maintain the requirements above shall be grounds for termination.

Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.

**How to apply:** email a cover letter and a resume to Erik Dorame - serjobs85713@yahoo.com

**Please indicate what position you are applying for on the email subject line.**