



## High School Program Tutor Coordinator

Durham, North Carolina, United States · High School Program

### DESCRIPTION

Student U is a college-access and success organization that believes all students in Durham have the ability to succeed. We know that structural racism, poverty and other systemic injustices force our students to face significant obstacles to educational success. We want to change the odds for children in the Durham community. We believe our students are powerful, and that this power will help us realize a Durham where all students can succeed.

### The Work

The Student U Tutor Coordinator will be responsible for coordinating Student U's academic tutorial program. Student U tutoring services are intended to increase academic success, retention, and graduation. The Tutor Coordinator oversees the academic support components of the High School program, including supervision of the supplemental instruction, oversight of the volunteer tutoring program, and organization of study sessions. This position is responsible for extensive collaboration with faculty and staff at Student U to determine and respond to student need. The Tutor Coordinator is also responsible for recruitment, training, and oversight of volunteer academic tutors. These candidates believe fervently in the brilliance and potential of our students. The Tutor Coordinator will work closely with the High School Program Coordinators, advocates, academic coaches, and other Student U staff to ensure that each of our students are receiving the support, intervention, and enrichment they need to be the most successful academic, emotional, and social versions of themselves during the school year.

Thank you for your interest in becoming the High School Program Tutor Coordinator!

### JOB RESPONSIBILITIES:

- Collaborating with students and families regarding tutoring needs and tutoring schedules
- Collaborating with the Program Coordinators and Learning Specialist to utilize services efficiently, and maintain policies consistent with those of the Student U tutoring program
- Managing the recruitment, training and oversight of potential tutors

- Coordinating and implementing required training for all tutors during the fall and spring semester
- Working with community partners and professors to recruit potential tutors
- Communicating regularly with students, families, PCs, Learning Specialist, advocates, and schools
- Managing volunteer schedules for the year
- Communicating with students regarding tutoring needs
- Evaluating and supporting tutors on a regular basis
- Functioning in a fast-paced environment and have the ability to work flexible hours
- Develop relationships with small groups of students who need particular academic support
- Create a culture rooted in love and high expectations that is inclusive and supportive of all students
- Provide consistent communication with the Learning Specialist and students' family head to share student strengths, areas of growth, and performance during the school year.
- Collaborate with program staff to reflect on and ensure high-quality instruction
- Work with program staff to collect data and participate in the evaluation of Year Round Programming
- Demonstrate the Student U Core Values in all interactions with Student U stakeholders (students, families, guests, volunteers, supporters)

**Commitment:** February 18th to May 31st, 2019 twice a week, 3:30 - 8:30 pm (8 hours of programming time weekly + 2 hours of planning and administrative work) + 2 hours of flextime if needed

### **Potential Tuesday and Thursday Daily Schedule**

3:30-4:15pm-Check in with PC and/planning/ prep for the day

4:15-4:30pm-Check in with part-time staff and/or help prep for the day

4:30-6:00pm-Supervise 9th grade Build Up-Targeted tutoring time for 9th grade students

6:00-8:00pm-Supervise tutoring for all High School students

8:00-8:30pm-Wrap up the day, students go home

### **The Commitment (Our Ideal Candidates)**

#### **Our ideal year-round programming staff**

- have experience in the Student U community,
- have experience as academic instructors in an academic or school-based context
- have experience participating in and/or supervising tutoring services/programs
- have experience working with high school students
- are experienced and flexible in using data-driven and proven strategies for student growth

- have experience designing lessons that meet the needs of a diverse group of learners
- are reflective of their practice as educators
- believe all students can achieve greatness.
- are highly motivated, hardworking and organized in supporting our students.
- have experience creating supportive and inclusive learning communities
- have strong instructional, classroom management and organizational skills
- are committed to helping our students grow both academically and socially/emotionally into what we know they are capable of.
- are committed to learning, growing and reflecting together to ensure our students are gaining academic skills.
- are committed to uncovering the brilliance of our students.
- are committed to the city of Durham.
- are able to meet deadlines
- have excellent communication and interpersonal skills with an ability to flex communication style to multiple environments and have an ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- view the time spent with students as an important part of their growth professionally.
- use Student U as an opportunity to develop skills they will later use in their own classrooms or in their area of expertise.
- has experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- preferred but *not required*: Ability to speak Spanish.

#### **Anti-Discrimination Policy & Commitment to Equity & Child Safeguarding Policy**

- Student U is committed to fostering an inclusive culture within our organization where people from various backgrounds can participate fully and equitably, as we want to engage all those who can contribute to our mission.
- Student U has a commitment to ensuring the safety of our students. All staff will participate in the Darkness to Light Training, which is a child safeguarding training to help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns.

**Compensation:** \$15/hour

**To Apply:** Applications will be considered on a *rolling basis* until **Wednesday, February 13th, 2019**. A complete application includes a resume and cover letter. Send application materials to [Michelle.Bridgers@Studentudurham.org](mailto:Michelle.Bridgers@Studentudurham.org) with the subject line “Your Name, Tutor Coordinator 2019”.