VACANCY ANNOUNCEMENT

TITLE I AFTER SCHOOL TUTOR
INTERNAL CANDIDATES ONLY

This position is responsible for providing academic tutoring to identify middle/high school students to maximize their ability to achieve academic success.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Assists students with academic achievement using approved curriculum and instructional best practices and interventions during established tutoring sessions.
- Assists students with homework, projects, test preparation, papers, research and other academic tasks.
- Works with students to help them understand key concepts, especially those learned in the classroom.
- Assists students with study strategies, note-taking strategies and approaches to answering test questions.
- Conducts tutoring sessions in small group sessions with student(s).
- Providing students with positive and constructive feedback.
- Adheres to confidentiality guidelines and ethical standards governed by the McKinney-Vento Act.
- Plans and provides for appropriate learning experiences for students.
- Monitors and evaluates student outcomes.
- Communicates and interacts with students, parents, and staff.
- Develops, selects, and modifies instructional plans and materials to meet the needs of all students.
- Provides an atmosphere and environment that is conducive to the intellectual development of children.
- Maintains regular, on-time attendance.
- Monitors appropriate use and care of equipment.
- Completes and submits all appropriate paperwork (Title I documentation and timesheet) in a timely manner as directed by the Supervisor of Title I.
- Performs other work-related duties as required and assigned.

SALARY

Hourly pay at the negotiated 75% rate for instructors.

REQUIREMENTS

- Bachelor’s degree from an accredited college or university.
- Hold or be eligible for a teaching certificate from the Maryland State Department of Education.
- Certified in the content area(s) of Math, English, Science and/or English Language Learning.

HOW TO APPLY

Employment applications are accepted online only. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until filled.
In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**