

Chula Vista PROMISE NEIGHBORHOOD



South Bay Community Services

Title: In Class Tutor

Reports to: Respective Program Director from elementary to high school grades

Based at: Respective School Site within the Castle Park area

Job Purpose:

The In Class Tutor is responsible for providing academic support services to elementary and middle school age youth in their respective schools in the Castle Park area. Tutors will be responsible in keeping with Chula Vista Promise Neighborhood's anchors of transformation, program culture, mission, goals, objectives, and style, within a collective, team framework which is representative of the community we serve. The In Class Tutor will provide academic support to teachers in the classroom and any guidance to children and youth on a variety of topics including life skills such as positive decision making, self esteem building, etc. The In Class Tutor's primary focus of responsibility will be to provide students with academic support in learning or developing English as a second language skills in both group and individual capacities. In Class Tutors are also responsible for assisting teachers with any behavioral development challenges in the classroom with a particular emphasis on how systemically originated challenges arise in child development especially in underserved environments. The In Class Tutors are required to undergo training with an assigned ELL coach both at the outset and throughout employment.

Key Responsibilities and Accountabilities:

- Assist in the development of programs that coincide with the goals and objectives of Chula Vista Promise Neighborhood for all students residing in the catchment area;
- Should be extremely organized, responsible and possess sincere desire to work with children and youth in education;
- Provide and/or assist with individual/group academic support and is able to articulate the learning targets for each class, group of children and individual students who may have a personalized academic schedule based on needs;
- Should be passionate about working and advocating in an underserved, primarily Latina/o population where only a "whatever it takes" mentality and drive will endure;
- Facilitate and/or co-facilitate outreach presentations to youth, parents, guardians and community members;
- Facilitate and/or co-facilitate life skills presentations, youth activities, and any other relevant youth program activities;
- Maintain program documentation as required by CVPN and its funding sources;
- Participate in all required orientations, trainings, staff meetings and monthly collaborative meetings;
- Adhere to all CVPN personnel policies and procedures; and
- Perform other duties as assigned and required by the respective Program Coordinator/Director.

Qualifications:

Required minimum of 2 years of experience in tutoring children and youth services field. Experience should preferably have been in a community based or neighborhood service organization. Have knowledge in the areas of academic support/tutoring, group facilitation; organizing youth activities, outreach, community education, youth development, and advocacy. Applicants must provide proof completion of 48 college units or have an Associate's Degree (or higher). Having CPR/ First Aid Certification is a plus. Possess the ability to work with a diverse cultural population. Bilingual (English/Spanish) required. Knowledge or familiarity with the Castle Park area is desired. Knowledge of early child development and learning theories is desired.

We are an equal opportunity employer. Employment selection and related decisions are made without regard to gender, race, age, disability, religion, national origin, color, sexual orientation or any other protected class.