



Urban League of  
Greater Chattanooga, Inc.

*Empowering Communities.  
Changing Lives.*

## **Tutor Job Summary**

We are looking for experienced and reliable Tutors to join our educational team. You will work with students of various backgrounds, to provide help on diverse subjects. After each tutoring session, you will need to document what tasks you worked so that you can share the student's progress with their parents and teachers. Our ideal candidate has worked professionally with school-age students for at least one year and is comfortable tutoring in a school setting, and online setting at least two of the four core subjects.

## **Tutor Duties and Responsibilities**

- Set lesson goals and milestones
- Provide encouragement and positive motivation
- Prepare materials specific to subjects
- Collaborate with teachers and parents to evaluate student needs
- Document progress to discuss with teachers, and parents

## **Tutor Requirements and Qualifications**

- Associate or bachelor's degree or in a graduate program a plus
- Proficient in at least two of the four core subjects up through early high school levels
- Experience working with children and older students
- Must be able to pass a background check
- Able to work after school hours
- Excellent communication skills

**Computer Skills:** Knowledge of online teaching and advanced use of software and hardware applications including email, Internet, and Microsoft Office.



Urban League of Greater Chattanooga 2020 – 2021 After School Tutor Application	
Full Name (first/middle/last):	
Phone Number:	Mobile Phone Number:
Email:	
Full Mailing Address (House and APT. Number/Street/City/State/ Zip Code):	
Job title:	
After-school Site:	
<b>References</b> <i>Please list three professional references.</i>	
Full Name:	Relationship:
Company: _____	Phone: _____
Address: _____	
_____	
Full Name:	Relationship:
Company: _____	Phone: _____
Address: _____	
_____	
Full Name:	Relationship:
Company: _____	Phone: _____
Address: _____	
_____	
<b>Education: In addition, all contractors must provide proof of education and teacher certification</b>	
High School:	Address: _____
From: _____	To: _____
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diploma: _____	
College: _____	Address: _____

<b>From:</b>	<b>To:</b>	<b>Did you graduate?</b>	<b>YES</b>	<b>NO</b>	<b>Degree:</b>
			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other:</b>		<b>Address:</b>			
<b>From:</b>	<b>To:</b>	<b>Did you graduate?</b>	<b>YES</b>	<b>NO</b>	<b>Degree:</b>
			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Highest Level of Education</b>	<b>To</b>	<b>Did you graduate?</b>	<b>YES</b>	<b>NO</b>	<b>Degree:</b>
			<input type="checkbox"/>	<input type="checkbox"/>	
<b>How many years of experience do you have teaching or tutoring?</b>					
<b>Are you a certified teacher?</b>					
<b>Please provide the date of your last Physical:</b>					
<ul style="list-style-type: none"> <li>• <b>Are you CPR certified?:</b></li> <li>• <b>If yes, What is the date of expiration?:</b></li> <li>• <b>Are you First Aid certified?:</b></li> <li>• <b>If yes, What is the date of expiration?:</b></li> </ul>					
<b>Please attach Copy of CPR and First Aid Certifications</b>					
<b>Background Check Purposes Only:</b>					
<b>Date of Birth (00/00/0000):</b> _____ <b>Gender(m/f):</b> _____ <b>height:</b> _____ <b>Weight:</b> _____ <b>Race:</b> _____					
<b>Hair Color:</b> _____ <b>Eye Color:</b> _____					
<b>Place of Birth (City &amp; State):</b> _____ <b>Citizen Country:</b> _____					
<b>Social Security #:</b> _____					
<b>Driver's License #:</b> _____					
<b>Emergency Contacts</b>					
Name: _____			Phone: _____		
Name: _____			Phone: _____		
<b>Date of Last Physical:</b> _____					
<b>What level or grade will you be teaching/tutoring?</b>	<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temp <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours: Up to 16/week</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			
<b>Division/Department: Education:</b>			<b>Reports to: Education Coordinator/Director</b>		
<b>General Description:</b> <b>Duties:</b> <i>Teach reading and mathematics in the after school setting.</i> Duties may include but not limited to: Collection of students from classroom or designated meeting place, assisting with snack, bus duty, taking attendance and developing a daily instruction format. Additional duties include reports to the Urban League and/or students' parents.					

**Supervision:** All Street Academy/STEM teachers are contractors of the Urban League of Greater Chattanooga. An Urban League staff person at the school site will support the teacher's endeavors.

**Hours:** 15 hours a week. Plus 1 hour a week for planning. Planning template will be provided and must be completed by the first of the month.

**Qualifications:** The teacher must be State of TN Certified and pass a background checked (paid for by the teacher). New Teachers must undergo 18 hours of professional Development. Returning Teachers must undergo 12 hours of professional development.

**Work experience requirements:**

- Subject matter expertise, classroom management effectiveness, and documented experience in working with elementary school age children.

**Education Requirements**

- Bachelors Degree (Teachers) or High School Diploma (Tutors)

- **Pay Date: Monthly after the first 8 weeks of the program.**
- **For services rendered under the term of this agreement, you are classified as an Independent Contractor (IC) and not an Employee of the Urban League of Greater Chattanooga.**
- **Taxes are the responsibility of teacher/assistant/tutors.**
- **By signing this contract I understand the terms of this contract and have read over the State of Tennessee's Department of Education and Childcare standards and policies, as well as the Urban League of Greater Chattanooga's program policies.**

Teacher/Tutor Signature:

Date:

Approved by:

Title:

Signature:

Date:

Date of Orientation:

Date of finger printing & Date Cleared:

Date hired:

Urban League of Greater Chattanooga is an equal opportunity/affirmative action/educational/employment institution, and is nondiscriminatory relative to race, religion, color, national origin, sexual orientation, gender, age and qualified disabled.