

## **21<sup>st</sup> CENTURY MSAD 58 SKILLED TUTOR**

The 21<sup>st</sup> Century Kids of Northern F.R.A.N.K.L.I.N. Enrichment Facilitator reports directly to the 21<sup>st</sup> Century Site Coordinator and works collaboratively with teaching staff and administration. This position is part-time for a total of 12 hours per week. Day-time and late afternoon hours available.

### **SUMMARY OF POSITION/PRIMARY FUNCTIONS**

The 21<sup>st</sup> Century Kids of Northern F.R.A.N.K.L.I.N. Skilled Tutor will serve as the education assistance provider for the 21<sup>st</sup> Century Grant in MSAD 58 and by:

- Creating a safe, positive environment that supports K-8 children's social, emotional, intellectual, and physical development
- Co-teaching with other staff to effectively deliver thematically-integrated enrichment activities within the broader context of larger projects that nurture a child's love of learning
- Reinforcing children's self-confidence through skill-building and social/emotional development
- Working closely with colleagues to meet the needs of their students in grade-level math and literacy that occur during the regular school day
- Consulting with teachers or appropriate content specialists on a regular basis to receive instruction/direction regarding children's individual academic and/or social-emotional needs

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### *Knowledge of:*

- Educational evaluation approaches, strategies, and techniques
- Knowledge of math, literacy, science, and other relevant content areas to ensure adequate and accurate information taught to students
- Working with diverse family systems in a respectful manner

#### *Skills:*

- Excellent verbal and written communication skills including facilitation and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Experience working with federal and state funded programs (preferred)
- Demonstrated experience working within diverse socioeconomic demographics
- Ability to conduct and assist with group activities, such as reading aloud, story-telling, homework help, and other academic activities
- Experience using Zoom

#### *Ability to:*

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Work with individuals or small groups of students in community-based programs both in-person and virtually
- Analyze situations and suggest appropriate action
- Make decisions and exercise good judgment
- Work independently and remotely, if necessary, with minimal supervision
- Work under pressure and prioritize workload
- Ability to multitask and assess children's needs
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures
- Ability to work independently and remotely, if necessary

#### **QUALIFICATIONS**

- Equivalent of Ed Tech III and/or current teaching certification. Experience working with elementary school-aged children
- Successfully complete all required background checks.

\*\*Job description, hours, and workdays subject to change if contract or funding requirements change