

21st CENTURY MSAD 58 SKILLED TUTOR

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Enrichment Facilitator reports directly to the 21st 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 21st Century Kids of Northern F.R.A.N.K.L.I.N. Skilled Tutor will serve as the education assistance provider for the 21st 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