



Academic Support and Achievement Program

EXTENDED DAY TUTOR

(Part-Time, Minimum 4hrs/week required)

Provide one-on-one or small group tutoring to foster, probation and/or at-risk youth in a group home facility, licensed foster home, school, and/or community setting. Tutoring services involve one-on-one tutoring in one or more settings (primarily group homes) for targeted students. This is a part-time, non-contract position.

Primary Duties and Responsibilities:

- Tutor students individually and/or in small groups to improve academic outcomes
- Responsible for reviewing academic records and pre-post assessment test data
- Responsible for creating a tutoring plan for each assigned student and documenting instructional progress of each student
- Work individually with students in need of academic support and remediation, assistance with homework, and/or test preparation
- Meet and collaborate with SSP Counselors, and occasionally meet with other support staff as needed
- Provide information/resources to students regarding college preparation and scholarships as needed
- Participate in scheduled monthly Professional Development meetings (after work hours)
- Complete and submit all required documentation within required timelines
- Responsible for compliance with all program Federal and State mandates

Minimum Required Qualifications:

- Must be an LAUSD credentialed teacher (General Education or Special Education) who is currently assigned to a classroom
- Must have clear credential
- Must be proficient with technology including use of computers
- Must have a valid California Driver's License and dependable transportation
- Must be able to work effectively with students who are at-risk and struggling academically

Desired Qualifications:

- Experience providing instruction to at-risk students
- Experience working with students with emotional disturbance or learning disabilities
- Familiarity with academic records and graduation requirements **Rate: \$36.95 per hour (as of 08/2019)**

Application Procedure:

- Submit completed online application at: <http://conta.cc/1MX4AqI>
- Email asap@lausd.net with email subject line: "ASAP APPLICATION; Applicant Name" and **include both** of the following attachments:
 - a) Resume or Curriculum Vitae (CV)
 - b) Letter of recommendation from current supervisor

ASAP Program
asap@lausd.net

Dr. Jeanique Wells
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