



Pioneer Scholars Lead Tutor Job Description

Organizational Summary: The Emily Krzyzewski Center is a non-profit organization in Durham, North Carolina that serves as a college-access hub that offers information and advising support to interested high school students while also propelling academic-focused students to college through its K to College programs. Through broader facility partnerships, thousands of students and community members use the Center as a place to convene, learn, and grow.

Pioneer Scholars Program Description: To ensure readiness for success in a college-preparatory high school curriculum, the *Pioneer Scholars* program enhances elementary and middle school students' academic knowledge, reinforces their achievement in school, and develops their orientation toward college.

Pioneer Scholars Student Profile: Students who are admitted into the program meet the following four eligibility criteria:

- 1) Program Readiness: Evidence of citizenship and leadership in their schools and/or communities
- 2) Academic Focus: Documented academic interest, ability and focus
- 3) Family Support: Evidence of strong family support
- 4) Low-Income Status: Demonstrated financial need

Lead Tutor Primary Job Goal: Under the supervision of the Associate Director of Elementary and Middle School Programming, Lead Tutors teach and inspire small groups of elementary and middle school students to achieve the stated program goals by designing and delivering high-quality curriculum and tutoring.

Responsibilities include:

- Establishing strong relationships with the students assigned to you
- Planning well-designed instructional activities that engage the students, accelerate learning, and address identified gaps in skills or proficiencies
- Ensuring students are organized and prepared to meet the academic demands of their schools
- Developing instructional plans that leverage the support of volunteers assigned to assist you
- Communicating with the regular-school day teachers of your assigned students as needed.
- Establishing a working relationship with students' parents and communicating with them through scheduled conferences and informal conversations during check-out.
- Modeling and expecting behavior that is aligned with our mission and Character Pillars
- Attending Emily K scheduled Lead Tutor meetings
- Demonstrating professionalism by being on time, responsive to feedback and direction, and proactive in communicating with staff

Experience, Training and Qualifications:

- Minimum two years' experience teaching within a traditional classroom setting, degree in education preferred
- Evidence of commitment to serving students from culturally diverse and low-income backgrounds effectively
- High level of proficiency in teaching in literacy, math, and STEM-related skills
- Spanish-speakers are highly encouraged to apply

Terms of Employment: Work hours are 4:00-5:30 pm Monday through Thursday. Must commit to at least a 2 day per week schedule for the entire semester (e.g., Monday/Wednesday, Tuesday/Thursday, or Monday through Thursday). Additional pay is available for assumption of additional duties and/or Friday programming

To apply: Submit cover letter and resume electronically to Nephitearya Bailey, Associate Director of Elementary and Middle School Programming
nbailey@emilyk.org.

For more information, visit www.emilyk.org