



Pioneer Scholars Lead Tutor Job Description

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Pioneer Scholars Program Description: To ensure students are ready to thrive and lead in a rigorous, college-preparatory high school environment, the Pioneer Scholars program partners with students, families, and mission-aligned community based organizations to support elementary and middle school students' academic, socioemotional and leadership skills and cultivate a future-oriented, college-going identity and mindset.

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

- 1) Program Readiness: Evidence of positive citizenship and leadership in their schools and/or communities
- 2) Academic Focus: Documented academic interest, potential, and focus
- 3) Family Support: Evidence of strong family support and interest in supporting student to pursue college
- 4) Low-Income Status: Demonstrated financial need according to federal income guidelines

Lead Tutor Primary Job Goal: Under the supervision of the 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, culturally relevant, hands-on and engaging curriculum and instruction designed to build and enhance the academic skills and habits that are essential to long-term academic readiness and success. Because Pioneer Scholars is an after school program that requires a high level of commitment on the part of students and families, we seek to hire Lead Tutors who are capable of creating an energetic and dynamic learning environment that ignites and excites students' learning processes and helps them to develop into confident, empowered leaders.

Responsibilities include:

- Establishing strong, supportive relationships with students in your small group (group size is typically 8-10 students)
- Planning well-designed instructional activities that engage 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 the community volunteers assigned to assist you
- Establishing a working relationship with students' parents/caregivers and communicating with them through scheduled conferences and informal conversations
- Modeling and expecting behavior that is aligned with our organizational mission and values and Pioneer Scholars Character Pillars
- Attending Emily K Center scheduled meetings and orientations
- Completing and submitting lesson plans with enough time for the Director to review and provide feedback
- Demonstrating professionalism by being on time, responsive to feedback and direction, and proactive in communicating with staff

Experience, Training and Qualifications:

- Minimum of two years' experience teaching within a traditional classroom setting and degree in education preferred. Individuals who have completed student teaching requirements will be considered
- Evidence of commitment to serving students from culturally diverse and low-income backgrounds effectively
- High level of proficiency in teaching reading, math, and STEM-related skills. Middle school math experience highly preferred
- Candidates who are proficient in Spanish are highly encouraged to apply

Terms of Employment: Typical work hours are 4:00-5:30 p.m. Monday through Thursday. Must commit to at least a two day per week schedule for the entire semester (e.g., Monday/Wednesday, Tuesday/Thursday, or Monday through Thursday). Hours may vary due to COVID-19 virtual programming adaptations. Additional pay is available for assumption of additional duties and/or Friday programming.

To apply: Submit one document that includes your resume and cover letter to the attention of Ms. Nephitearya Bailey Singleton, Director of Elementary and Middle School Readiness, at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by December 31, 2021. For more information visit www.emilyk.org.