

Tutor Job Description

Tutors for Tutor Doctor Orion-Bloomfield

last modified August 2019

Job Summary

- Provides individualized tutoring plans for assigned students based on client assessments and on-going analysis.

Skills and Qualifications

- Active listener
- Basic technological skills
- Committed and Dedicated
- Dependable
- Excellent verbal and written skills
- Flexible and adaptable
- Open to new ideas
- Personable and Respectable
- Problem solver and innovative thinker
- Reliable and trustworthy in work ethic
- Reliable transportation
- Solid knowledge of subjects tutored
- Undergraduate, Graduate, Post-Graduate, or Professional

Job Duties and Expectations

- Provide individualized instruction to assigned student(s) based on consultation assessment as well as on-going assessments.
- Continue to assess the assigned student's growth throughout the tutoring experience.
- Offer new ideas and guidance, based on assessments, to further the student's educational growth.
- Provide instruction, guidance, and/or coaching to increase student's performance in the classroom and/or on tests.
- Coach students on study habits and test taking, using the Academic Game Plan if applicable, for better habits, organization, and prioritization.
- Utilize the on-line platforms as provided by TDOB to provide the optimal tutoring experience, including Bramble, Solaro, Tutoring Skills, and BANG.
- Collaborate with the students, parents, teachers, and home office to determine the student's needs and determine future tutoring needs.
- Submit session reports via BANG within 48 hours of tutoring session.
- Follow the Tutor Doctor policies and procedures

