

# CITY OF PORTERVILLE EXPANDED LEARNING TUTOR I

Salary: minimum wage per hour

## **JOB SUMMARY:**

Under the direction of the Site Supervisor, the program tutor supervises a group of 20 students, assisting them with homework help and providing enrichment and Recreation activities. As a team member, the Expanded Learning Tutor plans and delivers after-school curricula, considers age appropriate developmental needs and interests.

## **REPRESENTATIVE DUTIES:**

1. Responsible for notifying and reporting any problems or concerns to the Site Supervisor
2. Have effective leadership skills and ability to respond calmly and appropriately to unexpected situations
3. Conducts a group homework session
4. Responsible for supervision of students
5. Prepares for class each day; has all supplies ready
6. Ensures a safe environment for all students
7. Be familiar and enforce school and program behavior policies and safety procedures
8. Assist supervisor in related duties
9. Perform duties with constant interruptions, plan and organize work, meet all deadlines
10. Communicate effectively and respectfully
11. Maintain a professional and positive manner at all times with staff, patrons, and supervisor
12. Work independently and constructively contribute to a collaborative team
13. Attend monthly meetings and trainings
14. Other duties as assigned

## **QUALIFICATIONS GUIDELINE:**

### **Skills/knowledge:**

Use of proper English grammar and mathematical concepts.

### **Education:**

High school diploma or GED; experience in supervising youth, recreational and arts/crafts activities; and experience in childhood development is desirable.

### **Special Requirements:**

May require working varied schedule of hours. Possible travel throughout the city on occasion. Ability to obtain and maintain a valid California Driver's License – Class C.

### **Special Conditions:**

Prior to appointment candidates must pass a background check, drug/alcohol screen, and a TB test.



The City of Porterville is an equal opportunity employer (EEO) and is compliant with the Americans with Disabilities Act (ADA). If you believe you need accommodation under the ADA in the testing process for any position for which you intend to apply, please contact the Human Resources Division at (559) 782-7441 to request such accommodation. The City prohibits discrimination on the basis of race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, Acquired Immune Deficiency (AIDS/HIV) or AIDS related conditions, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, veteran status, height, weight, or any other basis protected by law.