

Job Description

Job Title: United Learning Center Tutor

Department: Community Impact

Reports To: Vice President and ULC manager

Status: Part Time

Updated: Fall 2022

Job Purpose:

United Learning Center Tutor Position:

United Way of Santa Barbara County (UWSBC) has an exciting new opportunity that will support our goals for United for Literacy initiative. UWSBC has launched the United Learning Center for individuals and students in need of academic intervention, support and growth in literacy. The individual we are looking for will deliver individualized and group tutoring to school aged children grades 1st - 6th. This individual will work with parents, teachers and customers to ensure quality instruction and excellent customer satisfaction.

Duties:

- Provide one on one (1:4) and group tutoring in accordance with individual student plans and goals.
- Ensure all interactions with students are positive and supportive in nature while always maintaining a safe learning environment.
- Proficient in all UWSBC provided literacy development tools including program assessment and data analysis.
- Make recommendations for learning plan modifications to ULC manager based on the individual needs of the student.
- Ensures all cleaning and sanitation protocols specific to Covid-19 as set forth by the Public Health Department and the CDC are strictly adhered to at all times.
- Develop and deliver final reporting and student progress reports to parents and ULC Manager in a timely manner.
- Work with ULC Manager to develop, modify and execute weekly lesson plans and goals.
- Prepare supplemental materials for tutoring sessions.
- Provide ULC manager with accurate student account activity and information for tracking purposes.
- Conduct oneself in a professional manner at all times when engaging with educators, partners, students and parents.
- Attends lesson planning sessions with the ULC manager and team members.
- Other duties as assigned.

Qualifications:

Some college/university experience

Exceptional Organizational Skills

Two years related experience

Experience with after school program

Certified in the Orton Gillingham methods of literacy instruction

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the described functions.

Language Skills

Ability to speak, write, or understand Spanish is required. Ability to read, analyze, and interpret scientific, technical or business journals, financial reports, and legal documents. Ability to write reports, business correspondence and policy and procedure manuals. Ability to prepare and present presentations and conduct effective meetings. Ability to respond effectively to inquiries or complaints from customers, peers, subordinates, top management, or other members of the business community.

Computer Skills

Ability to use word processing, spreadsheet, and database applications. Ability to learn various software programs.

Certificates, Licenses, and Registrations

Valid driver’s license preferred.

Ability to establish a schedule of work activities and proper focus on priorities.

Strong follow-up skills and a firm approach to communicating expectations to colleagues and/or volunteers

Ability to carry out procedures to ensure work is completed error-free.

Excellent writing skills, verbal skills (including public speaking), interpersonal skills, team-building skills.

Ability to communicate effectively, orally and in writing, with many levels of employees of various disciplines within various departments and all other internal and external contacts.

Ability to be flexible in changing daily workload priorities as directed.

Ability to coordinate and synchronize multiple projects.

Ability to handle restricted, confidential, private, or personal information.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position. The noise level in the work environment is usually somewhat quiet.

Organizational Background

United Way of Santa Barbara County (UWSBC) has the unique and positive vision that "in our community, everyone has a hopeful future." Since 1923, UWSBC has served Santa Barbara County community through funding, volunteer development, and by utilizing its own unique initiatives and partnerships that involve dozens of local non-profit and public sector agencies. UWSBC's local community driven **Power of Partnership™** priorities help children, families & seniors with a focus on Education, Income and Health.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.

Employee	Date	Human Resources Department	Date
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Department Manager	Date	CEO	Date
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