



18000 West 9 Mile Road, Suite 450, Southfield, MI 48075
(248) 250-9304

Job Title: Reading Tutor
Reports to: Program Manager
Job Status: Part-Time
Location: The position will be based on-site in a Metro-Detroit partner school location

Summary

Founded in 2002, Beyond Basics is a 501(c)(3) nonprofit working to eradicate illiteracy, transforming the lives of students and creating stronger communities. Our one-on-one, multisensory tutoring program helps students achieve grade-level proficiency in reading in an average of six weeks. In addition to our structured literacy interventions, we cultivate curiosity and encourage a love of lifelong learning with fine arts activities that expand horizons.

Reading Tutors are trained to work one-on-one with students utilizing the Beyond Basics Tutoring Program curriculum. Tutors work with 3-5 students per day (1 hour session per student or group) each week during school hours to improve literacy, ensure the students complete the program successfully and are able to apply the concepts learned.

Duties and Responsibilities

- Collaborate with Program Manager and Reading Director to coordinate the implementation of individualized reading programs for students
- Successfully master the Beyond Basics Tutoring Curriculum to support student achievement
- Develop positive relationships with students and educators to help students achieve individualized learning goals
- Tutor between 3 – 5 students each school day through the duration of the student's individual program
- Turn in weekly data reports, timesheets, and other records to the Program Manager/Lead Tutor at your location
- Interface with the Program Manager/Lead Tutor to schedule pre-tutoring testing and post-tutoring testing

Education and Skills Requirement

- School tutors must be available Monday-Friday within school hours (8:00 am-4:00 pm).
- Tutors must exude positive energy and have an enthusiasm and passion for helping students achieve their reading goals.
- All potential tutors will need to successfully complete a week-long curriculum training.
- Minimum one-year college education and two-years tutoring experience preferred.

Work Environment

This position operates mostly on-site in a school environment.

Physical Demands

While performing the duties of this job, the employee must regularly sit and use hands as well as communicate and hear. The person in this position must have reliable transportation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position description is intended to describe the essential functions of and requirements for the successful performance of this position. It is not to be interpreted as an exhaustive statement of duties, responsibilities or requirements of this position, nor is it intended to limit the authority of any manager to assign and direct the activities of employees under his or her direction.

To apply, submit your resume to hr@beyondbasics.org. Please indicate your position of interest in the subject line of the email.