



Out of School Tutor/Homework Help Instructor (Contracted Position)

REPORTS TO: Out of School Time Director of Program Operations

PAY RATE: \$25.50/hr

ESSENTIAL QUALITIES

Omega CDC requires the following qualities of each Scholars of H.O.P.E. contractors:

- Past experiences and actions reflect a commitment to the Omega CDC mission and core values
- Demonstrates a sense of urgency and relentless pursuit of significant scholar achievement in a high need, urban environment
- Reflective, self-aware and adaptable to others' communication and work styles.
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and strives to build a collaborative culture with Omega CDC community, staff, families, scholars, Dayton Public Schools employees, and other partners

ESSENTIAL FUNCTIONS

The Omega CDC Out of School Time instructors are responsible for the direct oversight and management of scholars attending Scholars of H.O.P.E. and Freedom School Programs. The essential functions are:

I. PROGRAM IMPLEMENTATION

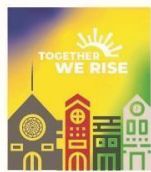
- Reviewing classroom or curricula topics and assignments
- Assisting scholars with homework, projects, test preparation, papers, research and other academic tasks
- Working with scholars to help them understand key concepts, especially those learned in the classroom
- Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions
- Demonstrating academic best practices for specific subjects and assignments, including mathematics and language arts
- Providing scholars positive and constructive feedback

- Report to Curriculum Coach with scholar data and needs
- Offering feedback on progress to scholars' parents and teachers where appropriate
- Building meaningful connections with scholars from diverse backgrounds
- Instructing students both in person and over video chat
- Diagnosing student needs through active listening techniques and questioning strategies
- Recognizing different learning styles and scholars' preferences
- Staying up to date with the school curriculum
- Performs other duties as assigned

QUALIFICATIONS

- High School degree and considerable experience in working with youth
- College courses or Associates or Bachelor Degree preferred with courses in education, social work, counseling, etc. Pre-service teachers are strongly preferred.
- Excellent communication skills working with students and parents as well as other staff and partners
- Meets guidelines as described by Ohio Administrative Code for After School Staff—including completion of all training prior to starting to work with students
- Pass a FBI/Background Check
- Valid Driver's License

All interested candidates should send a resume and proposal, with an overview of what will be covered in each specific pathway, as well as its incorporation of basic math and ELA fundamentals to Courtney Dortch-Wright at courtney.dortch-wright@omegacdc.org.



OMEGA
COMMUNITY DEVELOPMENT CORPORATION