



Building Community Through Language

English Connection

Marion, Indiana

 marionestutoring.weebly.com

 marionestutoring@gmail.com

Head Tutor (Children) Position Description

est. 50-60 hours of work over a 12-week period, \$11/hr

You will be hired as an independent contractor by College Wesleyan Church in Marion. This means you will be responsible for reporting your income to the IRS and paying the applicable taxes (including SECA) from your earnings.

How you will benefit from holding this position

- You will learn what it takes to collaboratively run a community-based program; you will directly shape this growing program and its future.
- You will grow in your time-management, interpersonal and program administration skills.
- You will expand your communication abilities, including effective cross-cultural communication
- You will grow more confident as a leader and mentor
- You will become involved in the local community and befriend Grant County immigrants, their children and volunteers from TU, IWU and local churches.
- You will grow your adaptability muscle - we never quite know what is going to happen!

Ideal Qualifications

We will consider applicants who do not meet all our ideal qualifications, so please apply if you meet most of them!

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| <input type="checkbox"/> <u>experience working with children ages 4-9 or is an elementary education major</u> | <input type="checkbox"/> clean criminal history record |
| <input type="checkbox"/> well-organized; has good time management skills | <i>Helpful:</i> |
| <input type="checkbox"/> good at multitasking | <input type="checkbox"/> Has taken an Introduction to Early Childhood college class or a comparable course |
| <input type="checkbox"/> flexible and adaptable | <input type="checkbox"/> Has taken a Foundations of Literacy and Language Arts college class or a comparable course |
| <input type="checkbox"/> effective communicator | <input type="checkbox"/> Has taken at least 1 TESOL |
| <input type="checkbox"/> enjoys working with people; has good people skills; is a welcoming person | |
| <input type="checkbox"/> some cross-cultural knowledge and/or experience | |

- class or has experience in teaching English to speakers of other languages
- Some knowledge of Spanish

Position Expectations:

The tutoring sessions take place on Monday and Thursday nights. The head tutor has the option to lead one or more tutoring sessions per week for the duration of one semester. *If feasible, keep the other night open in his/her schedule for emergency fill-ins.* He or she will collaborate with the program director to mentor, provide guidance, and coordinate the work of volunteer tutors, who may not have elementary education/TESOL background or much tutoring experience. The head tutor will ensure that tutoring sessions go smoothly, volunteers receive the help they need, and children feel welcome and comfortable. To this effect, the head tutor will complete a range of program-related tasks, which may include, but are not limited to:

- Attend a 2-hour orientation with the program director or Senior Head Tutor. *This should occur at least a week before the program starts.*
- Using existing program resources, prepare basic one-semester learning goals for the children attending on the given night, balancing play with learning (remember they have already been in school). Talk to the parents about each child's learning needs.
- Facilitate the initial orientation for child tutors (supplementing what is included in the general orientation powerpoint)
- Assign each child the best available tutor for their needs. May need to act as a tutor if short-handed.
- Create a safe and fun, primarily English-speaking educational environment for children of all backgrounds.
- Deal with concerns raised by tutors and resolve conflicts. *Consult with the program director as needed.*
- Send updates on session progress to the rest of the program staff not later than 24 hrs after each session.
- Meet with the rest of the program staff monthly to ensure satisfactory progress and resolve issues.
- Provide a tally of hours worked when requested.
- Ensure a clean, safe and organized space for tutoring sessions; make sure other area users are not disturbed.
- Prepare or facilitate preparation of snacks for the break, maintaining basing hygiene.
- Communicate the learning goals, and assist tutors as needed with their preparation for the session. May hold individual consultations with tutors on a rotating basis.

- ❑ Observe all tutors on a rotating basis with a view to providing helpful tutoring suggestions. Mentor more extensively any freshmen tutors.
- ❑ Keep the tutors accountable in respect to communication, record keeping and quality of work.
- ❑ Make arrangements for absent tutors or children.
- ❑ Ensure the continuity of the program through appropriate record-keeping, which shall include tracking weekly tutor/child attendance and prompt completion of other necessary session records.
- ❑ Arrange for an acceptable substitute if unable to attend. *Another head tutor or an experienced tutor are options.*
- ❑ Work to educate him/herself on any special needs the children wrestle with
- ❑ Be flexible and ready to adapt when children do not respond as expected
- ❑ Senior Head Tutor: Mentor and assist the Junior Head Tutor in their work.
- ❑ Represent the program well by displaying professional appearance and demeanor to tutors, tutees and program partners.

