

Job Title: **Technical Opportunities Program (TOP) Math Tutor**

Position reports to: Outreach and Client Services Manager (OCSM)

Overall function: The Math Tutor will work provide tutoring to students on a one-to-one basis or in small group sessions. Tutors provide specialized instruction in individual subject areas, answer questions on course content, and aid in the comprehension of course material.

Responsibilities include:

1. Provide in class tutoring following each math lesson.
2. Be available before class for tutoring and schedule additional tutoring for participants outside class as needed.
3. Track student attendance and progress in tutoring sessions.
4. Follow-up with students who are mandated to participate in tutoring and advise the instructor and case manager of their progress.
5. Lead pre-test study sessions as needed.
6. Grade quizzes and assignments.
7. Assist math instructor as requested.
8. Assist instructor in preparing student progress reports.

Qualifications:

- Strong mathematical and organization skills
- Strong written and verbal presentation skills
- Ability to work evenings and Saturdays
- Attention to detail
- Ability to thrive in an ethnically diverse work environment



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