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### **PROGRAM BACKGROUND:**

Barrio Logan College Institute promotes the pursuit of higher education for first generation college bound students through after school programs that start in third grade. BLCI's Middle and High School Components are designed to provide the academic support and enrichment necessary for students to be on track for college. Students come to BLCI after school to participate in activities such as tutoring, community service events, college exploration, and educational/academic fieldtrips. The goal is for each student to be empowered to pursue his/her hopes and dreams and gain access to college.

### **POSITION:**

Lead tutor (for Middle and High School programs)

### **DESCRIPTION:**

The main responsibility of the lead tutor is to provide consistent academic assistance during BLCI's after school programming hours. The lead tutor is responsible for tutoring 6<sup>th</sup>-12<sup>th</sup> grade students in a variety of homework subjects, with special emphasis placed on math and science. During tutoring from 4:00-8:00pm Monday-Thursday, the lead tutor works directly with students, as well as matches students with other tutors or volunteers based on their needs. Between 6:00-8:00pm, the lead tutor also oversees tutoring and the BLCI facility while students and staff are in their weekly Steps to Success college workshops.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Tutor 6<sup>th</sup>-12<sup>th</sup> grade students in any areas in which they need help during BLCI's after school programming hours (4:00-8:00pm, Monday-Thursday).
- Provide specific help in Math and Science as needed.
- Oversee tutoring program while BLCI staff are in weekly Steps to Success college workshops (6:00-8:00pm Monday-Thursday).
- Address parent and/or community needs while Coordinators are teaching workshops.
- Gather and interpret data from STAR Math and Reading tests to assess areas in which students need additional academic assistance.

**OTHER RESPONSIBILITIES:**

- Implement all student rules for respect at the site.
- Comply with all staff guidelines concerning attendance, behavior, etiquette, etc.
- Attend monthly program staff meetings and other trainings as required.
- Work closely with Middle and High School Coordinator to ensure that tutoring is aligned within BLCI's academic structure as well as reflects the mission, values and goals of the organization.
- Maintain a high degree of professionalism and confidentiality in all matters concerning student and family information.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree from a four-year institution (degrees in progress will be considered so long as student is in good academic standing and working towards completion of degree in a timely manner.)
- Previous experience working in an educational setting/classroom with middle or high school students.
- Previous experience working with low income/minority populations highly desired.
- Knowledge of the important steps in the college application process.
- Specific knowledge in any areas of math or science highly desired.
- Bilingual English/Spanish highly desired.

**OTHER SKILLS NEEDED:**

- Ability to communicate effectively with BLCI volunteers, tutors, teachers, and staff regarding student needs and progress.
- Ability to show cultural sensitivity and awareness when working with students and/or parents.
- Strong organizational and follow through skills.

**ADDITIONAL INFORMATION:**

- Must be willing to work the occasional weekend field trip.
- The ability to work independently and with a variety of people is especially helpful, as this position will require the ability to assess students' needs and pair students with tutors/volunteers accordingly.

**SCHEDULE AND PAY RATE:**

- This position is for 12-16 hours/week, with the following schedule:
  - **Monday-Thursday, 4:00-8:00pm**
- This position pays \$13.00/hour.

**CONTACT:**

- Interested applicants please send resume and cover letter to Carlos Pineda at [carlos@blici.org](mailto:carlos@blici.org)
- For questions or further information, please call Carlos at 619-232-4686 ext. 108.

