

INTELLECTUAL PURSUIT, INC.

Tutor Job Description

Overall Duties:

The individual in this position will tutor individual students and groups of students to facilitate an academic lesson in reading, writing, mathematics, science, social studies using the curriculum resources on PLATO Learning courseware. The individual is fully knowledgeable and experienced in the use of the web-based curriculum for instruction, tutoring, assessments, parent consultations, report generation, documentation and case management of client services and academic planning for student achievement.

Under limited supervision some administrative tasks may be required for occasional project assignments. The individual in this position is most capable of leading a team task, managing the onsite client flow, showing other staff the protocols for the technology and facilitating academic services in accordance to the academic plans for each client.

Tutors may be assigned to provide tutorials to students enrolled in special projects. Training, project orientation and a description of the duties required will be clearly communicated.

All tutors must have Three Clearances: DPW Child Abuse, PA Criminal History, FBI fingerprint

Specific Duties:

- Provide tutorials for clients, K-12 and adult learners
- Facilitate a PLATO academic lesson consistent with an academic plan
- Develop a written academic plan for a client based on a pre-test and assessment model
- Conduct parent consultation sessions to insure consistency in at-home support for specific follow-up study strategies and behavior
- Provide reports as needed for every participant to gauge the progression of grade specific content knowledge and the level of academic progress
- Acquire tutor level expertise in the fundamentals of the Plato Learning courseware.
- On occasion present the tutorial program, company mission and academic strategy of the company to public interest groups as needed.

Qualifications:

A 4-year college degree from an accredited institution is required. At least two years experience in teaching, academic programming, counseling in school-age developmental services for at-risk students or related student services is desired.

Eligible candidates currently enrolled in a 4 year curriculum in an accredited higher education institution and have appropriate job related experience working with students in urban settings will be considered.

An advanced degree in mathematics, chemistry biology, and/or English is preferred.

Candidate must complete the advanced training program for PLATO users and Twenty five hours of tutoring at the entry level. Client feedback will impact classification status.