



JOB DESCRIPTION: TUTOR

Description: Peacox Tutoring is seeking qualified individuals to utilize skills and expertise in the areas of *grammar* (i.e.; vocabulary, reading, language arts, and writing); *math* (i.e.; basic operations, pre-algebra, algebra, geometry, algebra II, calculus, and trigonometry); social studies; science; *foreign language* (i.e.; Spanish, French, and American Sign Language), and areas such as kindergarten readiness, test taking skills, and planning/study skills.

Qualifications: Tutors are selected on academic achievement, skill, and the ability to communicate well with others. Tutors are expected to have extensive knowledge of the subject (s) they are hired to tutor and the ability to communicate that knowledge.

Tutors must have a combination of one or more of the following to meet minimum qualifications:

- Earned a college degree in selected subject area
- Earned an A- or higher in the college course(s) one will tutor
- Have professional experience in the selected subject area

Skills: Tutor candidates must exhibit the following skills:

- Proven mastery of subject being tutored
- Ability to maintain confidentiality
- Ability to work well with others
- Ability to be empathetic to students having learning difficulties
- Ability to develop a lesson plan for tutoring sessions
- Ability to maintain accurate records of tutoring sessions
- Ability to provide learners with resources and tools based on academic needs.

Major Responsibilities: Tutors are expected to assume the following responsibilities:

- Attend tutor training sessions and video conference staff meetings as required by Peacock Tutoring, LLC; etc.
- Complete and return reports of tutoring sessions within 24 hours of session.
- Participate in the Peacock Tutoring self-evaluation and tutee evaluation process.
- Be available for at least 4 hours per week for tutoring sessions.
- Contact assigned tutees within 24 hours of receiving an assignment to schedule sessions.
- Promote utilization of resources and independent learning; etc.
- Report any problems or concerns immediately.
- Adhere to Peacock Tutoring policies; including company ethical standards.