

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

NYFA ON CAMPUS JOB POSTING

Position: Elementary School Reading Tutor

Department: TBD by Elementary School Supervisor

Reports to: Human Resources

Effective Date:

Supervises: N/A

THIS IS A FEDERAL WORK STUDY POSITION. ALL APPLICANTS MUST FIRST APPLY FOR FEDERAL STUDENT AID FUNDING BY COMPLETING THE 2015-16 FAFSA. PLEASE CONTACT THE FINANCIAL AID OFFICE TO DETERMINE YOUR ELIGIBILITY FOR FEDERAL WORK STUDY EMPLOYMENT.

POSITION SUMMARY:

Provides reading and or math tutoring to elementary aged students at an approved elementary school under the supervision of an credentialed teacher or teaching assistant.

REPRESENTATIVE REPONSIBILITES:

The following responsibilities are general duties that a particular employee in this position may or may not be required to perform. The day-to-day duties required of this position may vary.

- Assist students one on one or in a group with the appropriate level reading supervision
- Assist students one on one or in a group with the appropriate level math guidance
- Assist the assigned teacher with classroom activities that enhance the learning environment.
- Prepare story telling or reading assignments as directed by the classroom teacher.

KNOWLEDGE AND COMPETENCIES:

- Excellent written and verbal communication skills.
- Strong interpersonal skills to communicate with children of elementary school age
- Ability to effectively supervise a reading or math assignment.
- Ability to collaborate as a member of a team
- Willingness to work with children

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EXPERIENCE, EDUCATION, CERTIFICATION:

- High school graduate
- Prior tutoring experience a plus

REPRESENTATIVE MACHINES, TOOLS, EQUIPMENT
AND/OR SOFTWARE USED:

- Microsoft office

ENVIRONMENTAL/ATMOSPHERIC WORKING
CONDITIONS:

The following environmental / Atmospheric working conditions are commonly, but not always, associated with the performance of this position. The actual working conditions will vary.

- Classroom environment