



BEACON Afterschool Program
264 South 400 East
Moab, UT 84532
<http://www.moabbeacon.net>
435.259.2767

BEACON Afterschool Program, Grand County Middle School

Tutor/Activity Leader Job Description

Tutors for the BEACON Afterschool Program at Grand County Middle School will work with students in small groups to provide academic assistance. Tutors will work under the supervision of the Site Coordinator and with school day teachers to effectively deliver tutoring services to those in need. Each tutor works Monday through Thursday 2:30 – 5:00 and on Friday from 1:50-5:00. This is part time position dependent on grant funding that follows the school year calendar. Starting wage is \$13/hour. Start date is August 22, 2018.

Core Job Responsibilities

- Arrive on time at 2:30 ready to work
- Tutor students Monday-Friday one on one or in groups.
- Communicate with fellow staff about student needs.
- Communicate regularly with Site Coordinator to discuss program and student progress.
- Attend regularly scheduled staff meetings.
- Keep updated on students' grades, homework, and classroom concepts and expectations.
- Communicate with teachers on needs of specific students.
- Ensure students are adhering to school rules and respecting all spaces used by BEACON.
- Ensure all students attending sign in and out of the program each day.
- Assist with daily snack distribution.
- Help students to meet the goals and work within the parameters of their BEACON Academic Contracts if they are on one.

Other

- Complete District required incident reports in the event of injury or severe behavior issues and discuss these issues with parents.
- Maintain library space by tucking in chairs, putting away headphones, wiping down tables and turning out lights at the end of the day.
- Required attendance at Lights On, End of the Year Picnic, and 1 additional BEACON event/fundraiser per year.
- Submit supply requests to Site Coordinator when necessary.
- Take optional turns doing enrichment clubs and communicate with the Site Coordinator about your preferences.
- Provide feedback on and problem solve how to improve program structure to best meet the needs of the students and school community when necessary.
- Complete Food Handler's certification, CPR & First Aid certification, and Care About Child Care Pre-Service Training upon hiring.
- Complete 20 hours of Professional Development training over the course of the school year (calendar of opportunities provided by BEACON Afterschool Program). Participation in BEACON wide orientation and all pre-programming training is required.

Desired Skills and Qualifications

- Strong organization, communication, and problem solving skills.

BEACON: Empowering students to discover their innate ability to succeed.



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- Strength and experience in working as a team.
- Ability to balance varied job responsibilities and working with multiple students.
- Dependability and flexibility
- A desire to help students succeed and a dedication to after school programming.
- Experience working with Middle School-aged students preferred.
- Excellence in time management skills.
- Commitment to entire school year.
- Ability to plan appropriate lessons for students that focus on particular academic areas.
- High School Diploma or GED required, Bachelor's Degree or some college education preferred.
- Experience working in a socioeconomically and ethnically diverse community preferred.
- Must pass a BCI background check.
- Minimum age requirement of 21.

TO APPLY:

1. Send resume and a brief cover letter about your experience by email to Becky Peterson, GCMS Site Coordinator petersonb@grandschools.org.
2. Submit hard copy application materials **noting which BEACON position** you are applying for to the District Office. You must also email your materials to the above email address contact.
3. Submit questions regarding this position by email to Becky Peterson petersonb@grandschools.org