



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

---

### **BEACON Afterschool Program, Helen M Knight Elementary**

#### **K-6 Tutor Job Description**

Tutors for the BEACON Afterschool Program at Helen M Knight Elementary will work with students in small groups to provide academic assistance. Tutors will work under the supervision of the HMK Site & Elementary Programs Coordinator and with school day teachers to effectively deliver tutoring services to those in need. Each tutor works with Kindergarten for 1 hour, and 1 additional grade level during each day of tutoring, Monday-Thursday 1:30-5:30. This is part time position that follows the school year calendar and is dependent on grant funding. Starting wage of \$13/hour.

Start date is August 22, 2018.

#### **Core Job Responsibilities**

- Tutor students Monday-Thursday in groups of 3-5.
- Manage groups of tutees to make efficient use of time.
- Prepare lesson plans to meet the needs of students and incorporate Utah Core Curriculum.
- Communicate weekly with tutees' teachers and families regarding student work and progress via in person conversation and written notes/updates.
- Communicate regularly with Elementary Programs Coordinator and Site Coordinator to discuss program and tutee progress.
- Attend regularly scheduled academic and site specific staff meetings.
- Keep updated on students' grades, homework, and classroom concepts and expectations.
- Collect exemplary student work for display.
  
- Complete District required incident reports in the event of injury or severe behavior issues and discuss these issues with parents.
- Complete student of the month nominations.
- Maintain organized tutoring space and help keep BEACON room organized.
- Required attendance at Lights On, End of the Year Picnic, and 1 additional BEACON event/fundraiser per year.
- Complete supply requests.
- Assist with sign in and snack distribution at start of program.
- Help with end of day tasks such as watching students on the playground, cleaning up cafeteria, and sign out.
- 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.

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



BEACON Afterschool Program  
264 South 400 East  
Moab, UT 84532  
[http://,vwww.moabbeacon.net](http://www.moabbeacon.net)  
435.259.2767

---

#### Desired Skills and Qualifications

- Strong organization, communication, and problem solving skills.
- Strength and experience in working as a team.
- Ability to balance varied job responsibilities and working with multiple students.
- Dependable and flexible
- A desire to help students succeed and a dedication to after school programming.
- Experience working with elementary-aged students in an educational setting 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.

#### TO APPLY:

- Send resume and a brief cover letter about your experience by email to Xandra Odland, Elementary Programs Coordinator [odlandx@grandschools.org](mailto:odlandx@grandschools.org) AND Melissa McKimmey, HMK Site Coordinator, [mckimmeym@grandschools.org](mailto:mckimmeym@grandschools.org) .
- Submit questions regarding this position by email to Xandra Odland- [odlandx@grandschools.org](mailto:odlandx@grandschools.org)
- 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 contacts.