



Higher Heights Youth Empowerment Programs, Inc.

Changing the lives of under-represented college bound students

Job Opportunity

“Tutors and Advance Placement (AP) Tutors”

Higher Heights Youth Empowerment Programs, Inc. is a 501(c)(3) New Haven based College Access Program. Our mission is to change the lives of under-represented college bound students and empower, encourage, and equip them to obtain a post-secondary education. For the past five years, our College Access Program has been actively working with students, parents, and counselors throughout Connecticut promoting college access. With great success over 10,000 high school students have received our services. Each year we have had **100% graduation rate, 100% college acceptance rate, and 98% parent involvement rate.**

JOB SUMMARY

Higher Heights YEP, Inc. (HHYEP) is seeking amazing tutors with experience teaching urban youth grades K-12 in Connecticut from October 5, 2020 – March 30, 2021 from 3:00 PM – 6:00 PM. Candidates must be available 10:00 AM – 12:00 PM on Saturday October 10, 17 or 31 for training and orientation sessions. Ideal candidates will excel in engaging and motivating students through interactive lessons, enlivening “challenging” material through humor and energy, and enforcing high expectations and levels of rigor. HHYEP will provide an intensive, 1.5-hour training program for all new hires in tutoring strategies.

Part-time math and English tutors will play a critical role in helping students achieve their academic goals, including improving their SAT scores. Tutors work with students one-on-one or in small group sessions, providing academic support in a subject area of their choice. Tutoring requires patience, perseverance, and strong interpersonal skills. Occasionally, tutors will need to detour from the main subject area in order to keep up the energy of a tutoring session.

Tutors should be comfortable in one or both of the following content areas for students in grades K-12:

Math- including:

Basic math, word problems, algebra, geometry, trigonometry, probability/statistics

English- including:

Reading comprehension, essay writing, grammar

Science- including:

Biology, environmental science, physics, or chemistry

Some high school students will be preparing for one of the following exams/assessments, so prior familiarity is preferred:

- CollegeBoard Advance Placement Exams
- The SAT



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Responsibilities:

- Conduct weekly sessions with students who request or are assigned to tutoring
- Deliver tutoring in one-on-one or small group sessions, depending on need
- Check in with supervisor regarding the progress of each student
- Maintain basic documentation (sign-in sheet) for all tutoring sessions
- Collect and report benchmark assessments of students (pre and post)
- Must be highly organized and punctual
- Must have an understanding of how and why equity and inclusion impacts academic achievement

Qualifications:

- Current college students or certified teachers with strong academic records in the content area you intend to tutor are welcome
- Interest in working with urban youth, and sensitivity to the needs and interests of the diverse young people
- Knowledgeable of and able to apply positive youth development principles to working with young people
- Prior work or volunteer experience with adolescents preferred
- Bi-lingual a plus (Spanish preferred)
- Basic computer skills

Hours and Commitment:

Tutors should be available Monday – Friday 3:00 PM – 6:00 PM and some Saturdays from 9:00AM-12:00PM

Positions are available for a minimum of 5-8 hours per week for up to 15 hours per week. This is a temporary, part-time position grant-funded through this school year.

Pay: \$20 per hour

Location

- SAT Prep sessions are all held virtually through Google Meet or Zoom

Closing Date:

Until filled

Submission Information:

Please submit materials that detail your interest, qualifications and other relevant information. At a minimum, application materials should include: cover letter; resume detailing background and skills; and list of three professional references.



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Email all materials to chaka@higherheightsyouth.org

It is the policy of Higher Heights Youth Empowerment Programs, Inc. that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Higher Heights Youth Empowerment Programs, Inc. does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. The Higher Heights Youth Empowerment Programs, Inc. is an equal opportunity/affirmative action employer.



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FAQs

1. Who are your instructors and how do they teach?

We know how to joke with our students about the myths behind the SAT, yet we can command their attention and check them when needed. We all have our own styles, but the bottom line is we care seriously about our students' education and give our best every day in each session.

2. Will I need to create my own lessons?

Yes, you are free to develop creative activities, exercises, games, and other methods to enhance your students' learning. Original ideas are welcome and collaboration is highly recommended, and by highly recommended, we mean it's kind of required. After all, smart people learn best from discussing things with other smart people...

3. Do I need to be a certified instructor?

No. While (some) teaching certification programs provide real value, and there are some really awesome certified teachers, there are also some really awesome educators who lack the credentials on paper. What matters most is your capacity to learn, to deliver well-organized, clearly explained, interactive, and engaging lessons, and to impact our students through the quality of your instruction.

4. Where are the sessions held/taught?

All sessions are held virtually through Zoom.