



Higher Heights Youth Empowerment Programs, Inc.

Changing the lives of under-represented college bound students

Job Opportunity

“Tutor Coordinator (part-time)”

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 Tutor Coordinator with experience teaching organizing or supervising staff to support our academic program October 5, 2020 – June 30, 2021 from 3:00 PM – 6:00 PM Monday through Friday. Candidates must be available 10:00 AM – 12:00 PM on Saturday October 10, 17 or 31 for training and orientation sessions.

The Tutor Coordinator is responsible for supporting the coordination and administration of content tutoring for our organization. The position will also assist with hiring, training, recruiting, assessing, and supervising tutors.

Other responsibilities of the Tutor Coordinator will be:

- Ensuring accurate data collection and assessment of the programs. Collaborate with Executive Director to hire tutors and SAT Test Prep Instructors
- Hold tutors and SAT Test Prep Instructors accountable for professionalism, promptness, and job requirements
- Serve as point of contact for tutors and SAT Test Prep Instructors who need to report upcoming lateness or absence
- Manage provisioning for the program as the school year progresses
- Keep all data for the program including, but not limited to student attendance, tutor and SAT Test Prep Instructors attendance, test scores, student information, etc
- Ensure the publishing of progress reports at least once a semester
- Help manage student behavior during tutorial as needed
- Manage special projects – parent outreach, positive reinforcement for students, contacting schools for student records, meeting with tutors and SAT Test Prep Instructors on a weekly basis, etc

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 staff and enforcing high expectations and levels of rigor. Experience teaching standardized test prep and familiarity with the college and scholarship application processes is a plus. HHYEP will provide an intensive, 1.5-week



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training program for all new hires in test prep content and strategies.

REQUIREMENTS

- Bachelor's degree or equivalent experience
- Minimum 1 year experience teaching inner city youth
- Ability to engage, motivate, and lead students and staff
- Knowledge of reading and tutoring assessments to gather benchmark student data
- Teaching certifications are a plus
- Must be highly organized and punctual
- Must have an understanding of how and why equity and inclusion impacts academic achievement

Location

- Position is remote. All tutoring and SAT test prep sessions are held virtually

COMPENSATION

- Compensation rate is \$20/hr, 10-15 hours per week.
- Must be available October 5, 2020 – June 30, 2021 from 3:00 PM – 6:00 PM Mondays through Fridays

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.

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 about Tutor/SAT Test Instructors

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?

No. We provide the lesson content and strategies for you, but within that framework, 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...

Our SAT review course is designed to do more than just review question types and cover material that will be on the test. Students will also dissect questions from sample tests to gain a perspective from the test-maker's point of view. By doing so, they will learn the common pitfalls and traps to avoid.

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. Do I need to have scored in the 90th percentile on my ACT or SAT in high school?

No. We recognize that not everyone had the preparation, maturity, or fortitude to kick butt on a 4-hour long multiple choice test. However, given that we are in the business of preparing students to kick butt on a 4-hour long multiple choice test, it's critical that our teachers know and kick butt on the test.

5. Where are the sessions held/taught?

All sessions are held virtually through Zoom.