Middle School Homework Instructor – Job Description

The L.A.C.E.R. Afterschool Programs provide middle and high school students with free opportunities in the arts, academics, and athletics every day after school. Located in eight Los Angeles public schools, the program serves over 1,080 students every day with a team of instructors, artists, coaches, and volunteers. The services L.A.C.E.R. provides make all the difference for the families we serve; 84% are economically disadvantaged; they do not have access to the high-quality programming L.A.C.E.R. specializes in, such as visual and performing arts, math and English tutoring, college and career prep, and organized sports for girls and boys. L.A.C.E.R. began in 1995 and programming is funded by Federal, State, City, and County funds, as well as Private Corporations and Foundations and individual donors. L.A.C.E.R. also partners with other non-profits to provide specialized classes and opportunities to our student community.

Our goals are:

- To teach students to respect themselves, their peers, their elders, their schools, and their community.
- To provide homework assistance and opportunities to improve mathematical and literacy skills and acquire a love of learning.
- To provide new experiences, especially in the arts, with workshops, classes, and educational field trips.
- To provide students recreational opportunities aimed at developing teamwork on and off the field, as well as introducing healthy lifestyle choices.
- To provide caring adults who serve as role models.

Position Summary
The middle school homework tutor is responsible for providing daily tutoring and homework assistance in all academic subjects in the L.A.C.E.R. Afterschool Programs.

Daily Tasks

- Provide daily homework assistance
- Teach study skills
- Utilize varied and creative teaching methods
- Establish and maintain good rapport with all students
- Work individually and/or in groups for teaching all subjects
- Serve as positive role model for student participants
- Provide additional homework materials and/or educational activities to students
- Assist with outreach and recruitment within the day-school student body

Qualifications

• L.A.C.E.R. Afterschool Programs • Revised June 2022 •
• **Experience:** Experience tutoring youth ages 10-14 years-old is preferred.

• **Education/Knowledge:** Enrolled in or attending college is preferred. Major course work in a STEAM area (Science, Technology, Engineering, Art, and Mathematics), or Education, Human Services, Social Services, and related fields.

• **Skills and Abilities:** Strong mathematics skills in Algebra-1 and Geometry, and in all other Middle School subject areas. Strong supervisory skills. Ability to relate well to diverse individuals and to be flexible and open to new ideas. Driven by creativity and ability to deliver a consistently high quality of service to the students that L.A.C.E.R. serves.

• **Computer Skills:** Familiarity MS Word and/or Google Docs, PowerPoint, and other computer software programs, internet navigation and search, and e-mail. Coding experience would be helpful. *Required pre-requisites prior to working:* Must have current TB test results (every 4 years), CPR/First Aid certification (every 2 years), COVID-19 vaccination and Live Scan federal and state fingerprinting (1 time only)

• **Physical Requirements:** Dexterity of hands and fingers to operate a computer and office equipment; sitting or standing for extended periods of time; walking to various sites at the assigned location; kneeling and bending, pushing/pulling and reaching to retrieve items; lifting and carrying objects weighing up to 15 pounds; and hearing and speaking to exchange information in person and on the phone.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This description does not create an employment contract implied or otherwise, other than an "at-will" relationship.

The L.A.C.E.R. Afterschool Programs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Reports to: Middle School Program Director & Program Assistant
Job Type: Part-time
Work Location: Los Angeles 90038
Pay Frequency: Twice monthly
Pay Rate: $17.91 – $18.50
Hours: Mondays, Wednesdays, Thursdays, and Fridays from 3:00 - 6:00 p.m. and, on Tuesdays, from 1:30 p.m. to 6:00 p.m. Schedule may vary slightly depending on the school site. The total hours per week is 16.25 – 17.5 hours.