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| <b>JOB TITLE</b>           | <b>Test Prep Instructor/Facilitator</b>        |
| <b>DIVISION/DEPARTMENT</b> | Secondary School/College Counseling & Guidance |
| <b>LOCATION</b>            | Ortega Campus, 1201 Ortega St., SF, CA 94122   |
| <b>TYPE OF POSITION</b>    | Contractor, Part-Time, Fall 2020               |

## OVERVIEW

- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 900+ students in grades preK-12. For more information about our school, please visit: [www.lelycee.org](http://www.lelycee.org)

## QUALIFICATIONS/ ESSENTIAL TASKS & FUNCTIONS

- Demonstrate prompt and regular attendance
- Must have experience with class management and teaching classes, not just individual tutoring
- Manage classroom attendance
- Able to facilitate for both semesters of academic year
- Perform other duties pertinent to course as assigned by Test Prep Coordinator
- 4 to 5 hours per week (between hours of 1-5pm - schedule TBD in August)

### Grade 9 - UC Scout Facilitation

#### **Description**

- Ability to tutor pre-algebra and algebra 1 subjects
- Emphasis placed on facilitation, not instruction
- Up to 2 classes of 12-25 students

#### **In Classroom Student Support**

- Assist with questions and guidance for students registered in the UC Scout program
- Review student progress via UC Scout Dashboard on a weekly basis
- Monitor student progress during class hour, and assist with group work on projects

#### **Out of Classroom Student Support**

- Communicate with Test Prep Coordinator for homework schedule, pacing guide, and weekly reminders to be posted in student portals
- Send bimonthly communications/progress updates with parents/guardians and Test Prep Coordinator

## **Grade 10 - Test Prep Course Tutor/Facilitator**

### **Description**

- Up to 2 classes of 12-25 students
- 10-12 sessions per semester

### **Essential Tasks**

- Teach test preparation for SAT/PSAT exams (syllabus is sent to Test Prep Coordinator ahead of time)
- Proctor Mock SAT/PSAT exams
- Manage classroom attendance
- Verify and record student homework completion
- Communicate regularly with Test Prep Coordinator
- Communicate with parents/guardians regarding student progress on a regular basis
- Manage score data for students in course

- ✓ Pay is commensurate with experience
- ✓ The successful applicant will be required to provide proof of authorization to work in the U.S.
- ✓ LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.
- ✓ Interested candidates should apply via the LFSF website: <https://www.lelycee.org/about/jobs>