



# Middle and Upper School Executive Functioning Tutor

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – [www.charlottechristian.com](http://www.charlottechristian.com)

## **CONTRACT POSITION (not full-time)**

**Reports to: Director of Academic Services**

### **General Qualifications:**

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a teaching degree and/or a subject-area college degree.
4. Minimum of 3 years experience teaching a variety of courses.
5. Evidence of strong organizational, communication, interpersonal and technological skills.
6. An ability to structure students and maximize their success across multiple subject areas using age appropriate executive functioning tools.
7. An ability to professionally partner with Charlotte Christian school faculty to support the academic content area(s).
8. Availability to tutor on a consistent basis during a designated time-before, during, and/or after school.

### **Primary Responsibilities:**

The ideal candidate will:

1. Adhere to all tutor guidelines as presented during a required tutor training workshop at Charlotte Christian School.
2. Establish and maintain good rapport with students, staff, and families.
3. Communicate effectively and regularly with students, their families, and their classroom teachers to plan meaningful tutoring sessions that are directly related to the student's current classwork.
4. Demonstrate a high level of knowledge in the subject matter.
5. Provide and model solid strategies to help students learn and retain content information.
6. Uphold the mission of the school by holding students accountable for high academic achievement while providing the encouragement and feedback needed for student support.

### **Personal and Professional Profile:**

The ideal candidate will:

1. Be a born-again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem-solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence of the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong technology skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.