

## Flex Program Tutor

**Title:** Flex Program Tutor (Stipend Position)

**Reports to:** Assistant Director of Alternative Programs

**Position Summary:** Flex Program Tutors provide direct instruction for students Board approved for the District's Flex Program, including planning and delivery of instruction, grading and recommendations for transitions.

**Work Year:** Ten months, per diem

**Work Hours:** Subject to program need

**FLSA Status:** Non-Exempt

**Bargaining Unit:** EBEA

**Pay Grade:** Home Instructor/Tutor Rate

**Qualifications:**

1. NJ Certification in the respective content area;
2. Experience in working with special populations of students;
3. Ability to work effectively with department staff, school administration, and other members of the school community;
4. Strong interpersonal skills, problem solving skills, and communication skills;
5. Other qualifications to be determined by the Superintendent of Schools.

**Duties:**

1. In consultation with the Assistant Director of Alternative Programs, plans and delivers instruction for assigned students in the District's Flex Program;
2. Uses District-provided programs, including but not limited to Canvas, Google Classroom and Genesis;
3. Promotes a healthy learning environment, dedicated to the social, emotional and academic growth of students;
4. Reviews and responds to program emails daily;
5. Serves as liaison to home school teachers;
6. Collaborates with School Counselors and CST of assigned students to optimize student growth and development;
7. Communicates student progress to parents/guardians on a regular basis;
8. In conjunction with the home school teacher, grades assignments, creates progress reports and enters grades;
9. Performs other duties as many be assigned by District Administrators.