Position Title: **K-12 Tutor**
FLSA Classification: Part-Time Independent Contractor (1099)
Reports To: Kevin Grant, Executive Director of Enterprise Growth

Mission

The Howard School celebrates each student, transforming the learning experience and developing lifelong strengths.

Position Purpose

The Howard School is seeking a compassionate, skilled, and student-centered **K–12 Tutor** to provide individualized academic support to students with diverse learning profiles.
The Howard School is an independent school in Atlanta, Georgia, dedicated to serving students with language-based learning differences.

Essential Functions

- Provide individualized tutoring to students across lower, middle, and/or high school grade levels.
- Support students in areas such as **reading, writing, mathematics, executive functioning, organization, study skills, and general academic coursework**, based on areas of expertise.
- Differentiate instruction to meet students' individual learning profiles, strengths, and areas of need.
- Reinforce skills and strategies taught within the classroom while helping students become increasingly independent learners.
- Assist students with planning, organization, time management, assignment completion, and preparation for assessments.
- Communicate effectively with appropriate school personnel regarding student progress, needs, and areas of concern.
- Maintain student confidentiality and adhere to all Howard School policies and professional expectations.
- Foster student confidence, self-advocacy, persistence, and a positive approach to learning.

Preferred Qualifications

- A bachelor's degree in education, special education, psychology, speech/language, or a related field.
- Experience tutoring, teaching, or otherwise providing academic support to K–12 students.
- Experience working with students with **dyslexia, ADHD, language-based learning differences, executive functioning challenges, or other learning differences**.
- Knowledge of differentiated, multisensory, and evidence-based instructional practices.
- Strong interpersonal and communication skills.
- The ability to establish rapport with students across a range of ages and learning profiles.
- Reliability, professionalism, flexibility, and excellent organizational skills.

Teaching certification, specialized tutoring credentials, or training in programs or approaches such as **Orton-Gillingham, Structured Literacy, Wilson, Lindamood-Bell, or other research-based interventions** is a plus but may not be required depending on the candidate's experience and area of expertise.

Physical Requirements and Work Environment

- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 50 pounds; and to bend, stoop climb stairs and reach overhead
- Work primarily in a traditional climate-controlled office environment

The Howard School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. All applicants will be considered for employment without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, pregnancy, disability/handicap, genetic information, uniform service member status or any other protected status in accordance with applicable federal, state, and local laws. veteran or disability status.