



Work Study Job Description

Job Title: Elementary School Math/Reading Tutor

Reports to: Director of Financial Aid

General Statement of Duties: Tutoring math and/or reading to elementary students

Typical Physical Demands & Working Conditions:

- ❖ Ability to distinguish letters and symbols
- ❖ Prolonged sitting
- ❖ Ability to complete 6th grade level math
- ❖ Ability to relate to children

Examples of Duties (this may not be all necessary or inclusive):

- ❖ Assisting students in learning
- ❖ Instructions will be given by the student's teacher

Education/Training/Skills:

- ❖ Basic understanding of math skills
- ❖ Basic understanding of reading
- ❖ Self-motivated and can motivate others
- ❖ Team-oriented and keeps other members of the team informed when necessary

Basic Responsibilities and Details:

- ❖ The applicant will be required to apply for a national background check (and possibly fingerprinting) before beginning employment. Denver Seminary uses the company Corporate Screening's product called "Verify Students." The tutor will not be allowed to begin work until this process has been completed and approval has been granted by the Director of Financial Aid.
- ❖ The tutor will need to have transportation to the assigned elementary school.
- ❖ The tutor and elementary student will meet at the assigned elementary school, with the option to meet at Denver Seminary if the student has means of transportation apart from the tutor (at no time should the tutor provide the student with transportation).

Denver Seminary is an equal opportunity employer committed to excellence in all areas of ministry and operations.

Notice to Applicants:

Please read this job description carefully and ask someone for help if you have any difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB. I AM ABLE TO SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature: _____ Date: _____