



<b>Job Title:</b>	Summer School ELA Tutor Grades K-5	<b>Job Category:</b>	Other Faculty
<b>Location:</b>	MEHP 700 S. Hawthorne Street Chattanooga, TN 37404	<b>Reports To:</b>	Principal
<b>Job Type:</b>	Part Time	<b>Work Hours:</b>	June 3-28, 2024 8:00 a.m. to 2:30 p.m.

**JOB DESCRIPTION**

**OVERVIEW**

MEHP's summer program will be held from June 3rd through June 28<sup>th</sup>, 2024. Program operation hours are from 8:00 a.m. to 2:30 p.m. each day, Monday through Thursday. The summer program will give students the opportunity to build on past learning, strengthen essential skills, and prepare for the upcoming school year.

**RESPONSIBILITIES**

- o Assist in monitoring student performance during classroom instruction
- o Assist in preparing classroom materials
- o Assist children individually or in small groups to help master assignments and reinforce learning concepts
- o Establish and maintain good communication with parents
- o Adhere to all school policies, procedures, and guidelines
- o Other duties as assigned

**QUALIFICATIONS**

- o HS Diploma/GED equivalent
- o Pass a criminal background check
- o Have the physical capacity to work with children (includes, but is not limited to; bending, minor lifting, working on the floor)
- o CPR/First Aid Certification

**KNOWLEDGE/SKILLS/ABILITIES**

- o Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members
- o Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills
- o Committed to high academic achievement and high expectations for all students



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- o Maintain high personal standards and integrity
- o Able to be a positive team-player and communicate effectively with colleagues, supervisors, students, and families

*MEHP is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. MEHP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

<b>Printed Name:</b>		<b>Date:</b>
<b>Signature:</b>		