



Job Title: Learning Support Intern/Tutor I

FLSA: Non-exempt

Position: Part-Time Paid

Mission Statement:

BrightBrain Learning's mission is to tear down the barriers to learning and to facilitate continuous learning in staff, students, educators and the community. As tutors, we are determined to be the very best in our business. We focus on the individual learning process as much as the content we teach. As advocates for progressive education, we strive to be a reliable resource to educators and a place where employees and students alike can continue to grow.

Job Summary:

Using an evidence-based approach, provides activities and learning support to children ages 10 to 18, in the child's home and/or public environment, to facilitate a development of learning skills and content comprehension. Evaluate student learning response to classroom activities and coach students to value and enjoy learning.

Essential Job Functions:

Under supervision of the Program Supervisor, provides in-home learning activities for children seeking educational support. Coordinates student visits. Develops individualized goals, strategies, and curriculum for each student in conjunction with the Program Supervisor.

Completes necessary documentation including evaluations, progress reports and exit summaries, and keeps updated with other site-related documents for each child. Provides child-related communication to parents and the program supervisor as appropriate.

Remains current regarding new research, current trends and developments in education and related fields.

Attends staff meetings, in-services, trainings, and other meetings as requested.

Minimum Education or Training Equivalent To:

Bachelor's degree or the equivalent of two years of college coursework at an accredited college or university, with a concentration in early childhood education, K-12 education, social work, psychology or related field.

Current enrollment in Teaching Credential program strongly preferred.

Minimum Years of Additional Related Experience:

One year of related professional experience working with children in a multi-disciplinary team setting.

Special Qualifications (Skills, Abilities, Licenses):

Proficiency in at least one of the following subjects: Algebra I and II, Geometry, Pre-Calculus, Calculus, Biology, Chemistry, Physics, SAT and ACT tests

Experience in instructing, coaching and/or mentoring children.

Sensitive to working with an ethnically, linguistically, culturally, and economically diverse population.

Able to communicate effectively verbally and in writing

Able to consistently demonstrate good judgment and decision-making skills.

Able to exercise confidentiality and discretion pertaining to the work environment

Able to appropriately interpret and implement policies, procedures, and regulations

Knowledgeable and skilled in computer/word processing software

Able to obtain criminal record clearance through Department of Justice

Able to travel to multiple work sites; reliable transportation needed (proof of valid driver license, current auto insurance identification card, and acceptable driving record per NIAC standards is required)

Physical Requirements (Approximate Percent per 7.5-Hour Workday)

- Frequent speaking and listening (50%) to clients, staff, and other professionals in meetings and on the phone.
- Occasional walking to, bending to enter, sitting, and using upper and lower limbs to drive car to and from home visits and meetings (20%).
- Occasional sitting and maintaining close visual attention to write reports and work at the computer (15%).
- Occasional lifting, carrying, and loading/unloading toys and materials used in home visits (10%).