

Launching Phenomenal Learners Tutor

Main Library

Part-Time 12 Hours

Grade E

Basic Function:   
  
Serves as a key member of the Library’s Launching Phenomenal Learners program and under moderate supervision, provides homework help and tutoring services to students in kindergarten through twelfth grade through 1:1 or small-group intervention. This is a grant-funded position and will last through May 2024. Tutoring will only occur during the school year.

**Characteristic Duties and Responsibilities:**

* Supports the education and enrichment of the students by creating, organizing and implementing supplementary materials and evidence-based curriculum for student use.
* Communicates on a regular basis with parents, guardians and educators of youth attending Launching Phenomenal Learners Homework Centers.
* Assess student academic progress and effectively use data to inform instruction.
* Collaborates with Launching Phenomenal Learners Coordinator, local educators, and library staff to support individualized needs of students.
* Facilitates student learning by establishing a supportive environment and helping students identify gaps in their understanding of course concepts.
* Offers a variety of approaches or methods to help students understand course concepts.
* Promotes students’ self-reliance by referring them to textbooks, notes, and other course information sources, and demonstrating how to use them. Asks open-ended questions to check for students’ understanding, giving students adequate time to think.
* Works with students to develop effective problem-solving and critical thinking strategies.
* Maintains regular contact with Launching Phenomenal Learners coordinator to discuss tutoring issues and receive assistance and feedback.
* Complies with Lorain Public Library System’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
* Performs other related duties as assigned.

**Knowledge, Skills and Abilities:**  
  
Excellent customer service skills required. Knowledge of Ohio’s Learning Standards. Requires strong academic competence in the courses tutored, as determined by the Launching Phenomenal Learners Coordinator. Must have well-developed interpersonal communication skills and study group facilitation skills. Requires the ability to respond sensitively to diverse student needs. Must be team-focused, flexible, and willing to provide service to all ages. Must be inquisitive and eager to learn new things.  Excellent time management skills a must. 

**Education, Training and Experience:**  
  
Bachelor’s degree in education or related-field preferred. This position is open to college students in good standing and currently enrolled in a Bachelor of Education program, and who have completed more than half of the credits towards their education degree. Ability to speak or understand Spanish preferred. Experience working with children in grades Kindergarten through 12th strongly preferred.    
  
**Supervisor**:  Launching Phenomenal Learners Coordinator   
  
**Other:** Part time. Up to 12 hours per week. Limited benefits. $25. 87 an hour. Will work evenings. This is a grant-funded position and will last through May 2024. Tutoring will only occur during the school year. The Lorain Public Library System has six locations and an Outreach Department, which serve a diverse population of over 135,000.    
  
**Closing Date for Applications:**Open until filled.