

SAMPLE

# Job Description District Board

### JOB #XXXX

This is a part-time position.

Grant-funded: Future employment is contingent upon funding.

The rate of pay is $XX.00 per hour.

General Statement of Responsibilities:

GEAR UP Academic Mentors will provide intensive and extensive one-on-one and small group tutorial services for high school academic classes. Academic Mentors serve as role models, inspiring and motivating students to excel academically and to pursue postsecondary education.

Qualifications:

1. Currently enrolled in college with a minimum of 2.5 GPA.
2. Ability to tutor in major subject areas (Math, English, Science, etc.)
3. Ability to relate well to underserved students.

Performance Responsibilities:

1. Provide academic assistance to assigned students, either in a group or individually.
2. Work well with assigned teacher(s), following the teacher’s direction, to assist students.
3. Be responsible for maintaining records on services provided, including service logs, follow-up and periodic assessment.
4. Provide evaluations and other reports as requested by the GEAR UP staff.
5. Help students develop positive attitudes toward learning and studying.

This position is open until filled. Applications will be accepted XXX

AN EQUAL OPPORTUNITY EMPLOYER/ADA

ALL POSITIONS ARE PAID ACCORDING TO THE XXXS.D. CLASSIFIED SALARY SCHEDULE