

**POSITION DESCRIPTION**  
**EAGLES HOMEWORK HELP & TUTORING PROGRAM LEAD**

**Position:** **Eagles Homework Help & Tutoring Program Lead**

**Purpose:** Provides planning support and onsite facilitation of the Eagles Homework Help and Tutoring Program; provides leadership in the development of the program structure and oversees the work of volunteer tutors and other support staff; serves as the primary point of contact for families and volunteers during programming. The Eagles Homework Help & Tutoring Program Lead reports to the Outreach and Engagement Specialist and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of the position.

**Primary Customers:** **Internal:** District and school staff  
**External:** Students, families, and volunteers

**Position Qualifications:**

**Education/Certification:**

- Bachelor's Degree from an accredited college or university in the educational field
- Minnesota Teacher License

**Experience:**

- Minimum of 1 year teaching experience

**Qualifications:**

- Experience working cross-culturally and demonstrated ability to work with and in service to people of varying backgrounds
- Excellent group facilitation skills
- Experience managing volunteers preferred
- Outstanding organizational skills
- Excellent verbal and written communication skills; bilingual preferred
- Commitment to equity and improving access for underserved populations
- Proficiency in Microsoft Office Suite and Google Workspace (formerly G Suite)
- Working knowledge of Zoom
- Strong relationship building and interpersonal skills; ability to work collaboratively with other experienced professionals including administrators, teachers and other district employees, and partnership colleagues
- Ability of speaking and or signaling people to convey or exchange information. Includes giving instructions to students and tutors. Includes the receiving of information and instructions from the supervisor.

- Able to speak Spanish *is preferred*

All positions are designed to support the **MISSION** of the Eden Prairie School District:  
**Inspiring Each Student Every Day.**

**Essential Responsibilities:**

1. **Program Development:** Participates in development of program structure, schedules, and operational processes and procedures. Plans onsite activities.
2. **Tutor Recruitment and Training:** Assists in the recruitment of tutors, develops training materials, and assists with tutor orientation. Researches and shares new and existing educational materials for tutors. Keeps up-to-date with current trends in tutoring, including tools and tips to create a tool-kit for tutors. Provides tutorials, guidance, and training in order to access online tutoring sessions. Provides ongoing training as needed.
3. **Student Recruitment:** Leads the targeted recruitment of students, assists in developing staff and family messaging and marketing materials; uses appropriate forms and additional screens to assess student needs, communicates with families and students regarding weekly sessions.
4. **Facilitates Onsite Operations:** Organizes and oversees the onsite operations, activities and services of the Eagles Homework Help and Tutoring Program, including providing onsite direction to other staff and volunteers; ensures appropriate setup and takedown of the in-person tutoring space; oversees the check-in and check-out process, the matching of students and tutors, and the facilitation of virtual sessions. Monitors tutoring activities in-person and online. Maintains an inventory of program equipment and supplies.
5. **Upholds District Values:** Ensures conformance with district values among all participants, maintains a welcoming environment and builds relationships based on mutual trust and respect.
6. **Assists in developing and implementing program improvements.** Collects data for program evaluation. Investigates student concerns regarding tutoring services. Assists in updating processes and procedures. Makes suggestions about program improvement. Monitors the work of tutors and provides feedback on methods and techniques, intervenes and resolves issues that may arise. Reports matters of concern to the supervisor.
7. **Performs related duties and responsibilities as required and assigned.**

**Standard Measures of Accomplishment:**

1. Increased access to and participation in tutoring services and other wrap-around programming, particularly among underserved populations.
2. Outreach and communication needs are met in a culturally appropriate, accurate and timely manner.
3. Community/volunteer partnerships provide strong support to students, as well as increased stakeholder engagement.
4. Programs are developed in a sustainable manner.
5. Program outcomes are evaluated and demonstrate effectiveness in meeting the goals and objectives identified in the planning process.

Created: 10/2022

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Terms of Employment:**

Classification Number: Pay in accordance with EPEA contract: Training rate \$45/hour

Hours/Week: 3 hours on Thursdays, up to 10 hours a week

Days/Year: School Year

\*Hours and days of service are established by Eden Prairie Schools and are subject to change according to need. This position is made possible by grants. The duties require regular evening hours/responsibilities on Thursdays.

Working conditions are determined by a written contract between the EPEA and the Eden Prairie School District.

**Evaluation**

A continuous performance improvement process will be developed with the supervisor, the Outreach and Engagement Supervisor.