

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**Hourly Tutors**  
**Needed for both Elementary & Secondary Students**  
**Various schools available**  
**Monday – Friday**  
**Flexible Hours during Virtual Learning**  
**\$10.00 per Hour**

## **Scope of Responsibilities**

The Hourly Tutor, under the direct supervision of a highly qualified teacher, tutors identified students, on an “as-needed” basis, as determined by student assessment and identified needs, utilizing a flexible schedule, and at varying times throughout the school year. Professional development days are required and paid for.

## **Minimum Qualifications**

1. Must have high school diploma or GED and at least one of the following Every Child Succeeds Act (ESSA) requirements:
  - (a) Two years of study (60 credit hours) at an institution of higher education;
  - (b) An associate degree or higher;
  - (c) passing levels in all three areas of the ACT Work Keys Assessment – Math (Level 4), Reading (Level 4) and Writing (Level 3);
  - (d) passing the Basic Skills Test of the Michigan Teacher for Certification; or
  - (e) ETS (Educational Testing Service) Paraprofessional Assessment.
2. Ability to speak clearly and express ideas.
3. Good personal appearance and grooming.
4. Ability to develop rapport with students.
5. Ability to follow instructions given by the classroom teacher.
6. Complete and submit biweekly time sheets. Maintain work activity logs.
7. Complete and submit Time and Effort Reports (i.e. Monthly Federal Certification Forms and Personnel Activity Reports or Semi-Annual Certification Forms) as required for any personnel fully or partially funded with federal funds.
8. Evidence of a good work record.
9. Other duties as assigned.

Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com)

Kalamazoo Public Schools is an Equal Opportunity Employer