

HOPE Tutors 2025-2026

Description:

HOPE Tutors play an important role in the educational experience of HOPE students. The tutor's main role is to support the students by monitoring the classroom and helping students with time management. The goal is for students to complete work and earn passing grades and credits towards graduation. Excellent communication skills as well and the ability to establish rapport with students in the program are essential.

Expectations:

Professional Development

- Attend scheduled Edmentum professional development
- Attend scheduled inservice days

Edmentum Course

- Setup courses as assigned by director
- Monitor progress and completion of assigned courses
- Verify auto-graded assignments
- Unlock content and assessments as needed or requested
- Enter quarter and final grades in ProgressBook

AELC Lab

- Complete daily attendance as directed by director
- Monitor behavior in lab and report violations of code of conduct and student handbook to director
- Tutor students as directed by director

Communication

- Answer Edmentum student messages and student/parent emails within 24 hours
- Forward student/parent emails that cannot be answered by tutor to the director
- Send progress and grade notifications as directed by director

Other Duties

- Other duties such as but not limited to assisting director with student intake meetings, attending parent-teacher conference night, helping with arrival and dismissal, helping administer state tests, etc...may be assigned by director
- Other duties assigned by Director of Curriculum, and/or Superintendent

Timesheets

- Complete timesheets and submit accordingly