

MAPLE HEIGHTS CITY SCHOOLS

5740 Lawn Avenue

Maple Heights, Ohio 44137

Official Notice of Vacancy from the Personnel Department

Posting Date: September 10, 2025

Openings for 2025-2026 School Year

Academic Tutors (ELA or Math)

Position Title: Academic Tutors: Maple Heights City Schools

Job Details: Full Time and Part-Time; Part-Time; up to 27.5 hours per week \$33.83/Hour.

Qualifications:

- Bachelor's degree in a relevant teaching area is required
- 2 years experience desired but not required
- Current State certification/licensure in appropriate teaching area
- Knowledge of State Standards
- Proficiency in MS Office and Google Suite
- Successful completion of federal and state criminal background checks
- Ability to use discretion in managing confidential information
- High quality written and verbal communication skills
- Experience in an urban school

Overview: Maple Heights City Schools is seeking a highly qualified **Academic Tutors (ELA or Math)** dedicated to providing a superior education for all students. The ideal candidate will join a diverse staff of passionate education professionals, eager to create an inspiring and nurturing learning environment that prioritizes student engagement and achievement.

The **Academic Tutor (ELA or Math)** will plan and implement goals and objectives, curricula, and management programs for students. He/she will work as part of a team with regular classroom teachers and administrators to ensure that intervention and enrichment supports are provided to students to assist with closing the achievement gap. The successful candidate will be responsible for utilizing data to make instructional decisions for individualized student interventions. The successful candidate will be responsible for maintaining the educational records of students. The successful candidate should demonstrate a knowledge and ability to work with a diverse culture while implementing effective classroom management strategies to create a structured learning environment. **(Detailed job description available on Applitrack)**

Those interested in applying must submit an application through **Applitrack** found at www.mapleschools.com under Department/Personnel.

Please address all electronic correspondences to Tajuana Hunnicutt , Director of Personnel.

Application Deadline for the position: Until Filled

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Olympia Della Flora, Superintendent

