



School District of the City of Pontiac Human Resources Vacancy Announcement

{INTERNAL/EXTERNAL OPPORTUNITY}

<u>JOB TITLE:</u> Project Excel Tutor	<u>TITLE REPORTS TO:</u> Project Excel Site Coordinator
<u>LOCATION:</u> Various	<u>COMPENSATION:</u> Per Non-Union Salary Table
<u>LENGTH OF CONTRACT:</u> 185 Days	<u>DATE OF POSTING:</u> January 12, 2023 – until filled
<u>START DATE:</u> Upon Hire	<u>FSLA STATUS:</u> Non-Exempt

POSITION DESCRIPTION:

The general scope of responsibility of the Tutor is the daily operating of the extended day activities. To provide direction, leadership and supervision for all aspects of the activities described in the Project Excel grant application at a specific site location while ensuring that the goals and objectives of the program are aligned with the District's curriculum and after-school programming requirements.

QUALIFICATIONS:

- Must meet one of the following criteria:
 - (a) Bachelor's or Associates degree or higher in child-related field
 - (c) Montessori credential with 12 semester hours in child-related field
 - (d) Valid Michigan school-age/youth development credential with 12 semester hours in child-related field
 - (e) Valid child development associate credential with 12 semester hours in child-related field
 - (f) Sixty semester hours with 12 semester hours in child-related field
 - (g) High school diploma/ GED with 6 semester hours in child-related field
- Experiential background including college-level work and/or experience in education, child development/child psychology, recreation, social work, youth development, community organization, or another field relevant to work with students during out-of-school times.
- Knowledge of basic computer operating systems/web base applications including EZ –Reports and Microsoft Office applications such as Word, Excel, Access, PowerPoint, Publisher.
- Upon hire, must complete blood borne pathogens training
- Upon hire, must show proof from the Family Independence Agency that they have not been placed on the central registry for substantial abuse or neglect.
- Upon hire, must have evidence free from communicable tuberculosis, verified within 2 years of employment.
- Upon Hire, Must be certified in First Aid and CPR and show evidence of certification.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check and drug required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with distribution and supervision of meals;
- Assist with homework and leading tutoring sessions;
- Maintain student records.
- Assist in planning and implementing program launches, exhibits and any performances.
- Assist in maintaining policies and procedures regarding the discipline of students.

PHYSICAL ACTIVITIES/REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
 - The employee is frequently required to use hands to finger, handle, or feel.
 - The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.
 - The employee must occasionally lift and/or move up to 10 pounds.
 - Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.
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Application Process:

- Complete application procedure with Oakland Human Resources Consortium (OHRC)

https://ats4.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=JA000529

Job Posting Approved by: ***Y'londa Kellum, Assistant Superintendent of Human Resources***
Approval Date: **01.19. 2022**

Equal Opportunity Employment: The City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.