



Urban League of  
Essex County

**URBAN LEAGUE OF ESSEX COUNTY SES**  
**TUTOR JOB DESCRIPTION**

Reports to Lead Teacher

**Responsibilities:**

- Ensure the goals of the program are achieved for each student. The goals are measurable by the following:
  - a. Improve academic performance in math and literacy
  - b. Raise self-esteem
  - c. Increase awareness of importance of community
- Work collaboratively with teachers and Lead Teacher

**Essential Job Functions:**

- Develop and implement lessons and classroom activities that stimulate and expand the skills of students
- Administer and use pre-assessment and on-going assessment tools to develop special learning goals for each student
- Prepare and submit weekly lesson plans to the Lead Teacher
- Implement and maintain the ULEC SES behavioral management system that helps develop self-control and respect
- Provide frequent feedback and positive reinforcement to students
- Teach literacy and math for depth of learning and student mastery
- Bring a passion for learning when teaching ULEC students
- Foster strong relationship with parents/guardians
- Maintain accurate student portfolios and prepare daily case notes
- Prepare incident reports if situations arise
- Attend and participate in all initial and on-going training
- Punctual attendance to tutor sessions

**Skills and Qualifications:**

- Completed a minimum of 60 college credits
- Mathematics and language arts proficiency up to a 10<sup>th</sup> grade level
- Passion to make a positive impact on the lives of children from low income urban communities to educate them to proficiency

- Experience working with children from Black/Latino, low income communities
- Strong classroom management skills
- Excellent communication and organizational skills
- Able to work collaboratively with teams
- Demonstrated reliability regarding attendance and work performance
- Commitment to the mission Urban League of Essex County
- Ability to be creative, flexible and adaptive in all activities and responsibilities

## **Application Procedure**

Due to the manner in which the tutor training is conducted and the Supplemental Education Services Program is administered, tutors are recruited at the beginning of the fall and spring semesters only. The Urban League conducts personal interviews with selected candidates within a week of the application deadline. Final selections will be made by September 15<sup>th</sup> for the fall semester, and January 22<sup>nd</sup> for the spring semester. Selected tutors will be required to participate in a ½ day training session.

The application materials are as follows:

General Urban League Application

SES Tutor Supplemental Application

Resume

Transcripts from undergraduate institution(s)

Personal Essay (50 word statement discussing why you would like to be a tutor for the ULEC SES Program)

## **Contact Us**

For more information on our SES program at the Urban League of Essex County or to submit your application, please contact:

Christine W. Thorpe  
 Director of Supplemental Educational Services  
 Urban League of Essex County SES Program  
 508 Central Avenue  
 Newark, New Jersey 07107.

Telephone: (973) 624-9535 x109 or email at [cthorge@ulec.org](mailto:cthorge@ulec.org).

To learn more about the ULEC SES program, please visit the following link:  
<http://www.ulec.org/programs/ses.html>.