Job Description

POSITION: Literacy Tutor – Communities in Schools, ASPIRE Program
SUPERVISOR: Communities in Schools Staff Members/Hannah Thornton
SUPERVISES: N/A

GENERAL DESCRIPTION:
- Part Time, 5 – 10 hours/week, beginning immediately.
- Works with adults enrolled in the Communities in Schools of Central Texas ASPIRE program and assists with GED/ESL preparedness.

DUTIES:
- Tutors adult learners at the ASPIRE program headquarters in Northeast Austin (intersection of 183 and North Lamar)
- Acts as a resource for adult learners; creates respectful, supportive learning environment
- Adheres to tutoring schedule set with/by ASPIRE program staff
- Follows ASPIRE/Communities in School policies and procedures
- Reports issues/successes to ASPIRE program staff as necessary

MINIMUM REQUIREMENTS:
- Must be currently enrolled student at AOMA, in good academic and financial standing, and eligible for Federal Work Study
- Must be willing to work off campus in Northeast Austin
- Criminal background check required

PHYSICAL DEMANDS:
- Talking – Expressing or exchanging ideas by means of the spoken word
- Hearing – Perceiving the nature of sounds by the air. Ability to use a teaching stethoscope

HOW TO APPLY
Please submit a resume to Hannah Thornton (hthornton@aoma.edu).

3/2/2012