



JOB DESCRIPTION

JOB TITLE:	Math Tutor—Secondary School (Grades 7-12)
EMPLOYER:	Cherokee Christian Schools
TYPE:	Fixed-Term Adjunct, Hourly, Part-Time
HOURLY RATE:	\$35 to \$50 per hour depending upon qualifications
CLASSIFICATION:	Exempt
DEPARTMENT:	Secondary School
REPORTS TO:	Science and Mathematics Department Chairman
EFFECTIVE DATE:	Immediate Openings

SUMMARY: Provides individual tutoring on mathematics on a one-on-one, as needed, basis before and/or after school to CCS Secondary School students struggling in mathematics.

DUTIES AND RESPONSIBILITIES:

- Provide one-hour, private tutoring sessions twice weekly in academic quarter increments, before and after school hours on campus.
- Tutors will be assigned students to be privately tutored on the CCS campus. Tutoring is administered in quarterly (approximately nine weeks) increments, twice weekly.
- Tutoring is provided in the following subjects:
 - Pre-Algebra
 - Algebra I
 - Algebra II
 - Algebra III
 - Geometry
 - Pre-Calculus
 - Calculus

QUALIFICATIONS:

- Bachelor's degree in mathematics or physical science OR undergraduates majoring in mathematics or one of the physical sciences, who have successfully completed 12 semester credit hours of calculus and/or other courses in advanced mathematics.
- Ability to work with diagnostic testing data to develop a focused tutoring program and weekly tutoring lesson plans.
- Commitment to excellence and high standards in teaching and classroom instruction.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Strong interpersonal skills, particularly in dealing with secondary school students and their families.
- Commitment to CCS's Statement of Belief and its Doctrinal Statement in both the candidate's personal and professional life.
- Active membership and participation in a faithful, doctrinally orthodox local church for the purpose of corporate worship, discipleship, accountability, and mutual fellowship.

COMPETENCIES:

- **Interpersonal Skills**--Focuses on resolving conflicts; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; works respectfully with colleagues, students, and parents.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds Christian values in the classroom and the workplace.
- **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation**--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.