EDMUND BURKE SCHOOL
LEARNING SUPPORT TUTOR

JOB TITLE: Learning Support Tutor

DEPARTMENT: Learning Support Department

REPORTS TO: High School Learning Specialist and Middle School Learning Specialist

JOB SUMMARY
Edmund Burke School, a progressive, coeducational college preparatory school, seeks a part-time Learning Support Tutor in the Learning Support Department to work 10 hours per week primarily on math, writing, and executive functioning support for students in grades 6-12. The Learning Support Tutor will work with students in small groups and 1:1 settings during the school year, and support the High School Learning Specialist with some administrative duties as needed. The position begins in August 2020.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- The Learning Support Tutor, in concert with the High School Learning Specialist, will provide support to students in areas of greatest need, which may include executive functioning, essay writing, test preparation, and note-taking.
- The Tutor will support the 9th Grade Seminar course in the Fall trimester, and meet with students in small groups within the context of the course and will provide direct instruction as needed.
- The Learning Support Tutor will be at Burke a total of 10 hours per week, but the work schedule is flexible. Burke’s school day is from 8:15am-3:20pm. The tutor will meet with students either in the Student Support office or in the library.
- The Learning Support Tutor will meet with middle school students during Wednesday lunch periods, as designated by the Middle School Learning Specialist. Students on support plans may be required to meet with the Learning Support Tutor.
- The caseload for the Learning Support Tutor will vary throughout the year based on the needs of the students.
- The Student Support Team may require a student on a Support Plan to meet with the Tutor.
The Tutor will meet with students in small groups within the context of the course and will provide direct instruction as needed.

In consultation with the Learning Specialists, Grade Deans and advisors may also suggest that a student meet with the Tutor.

The Learning Support Tutor will record notes after each session and share the notes with the High School Learning Specialist or Middle School Learning Specialist, depending on the student’s grade level.

**COMPETENCIES**

- Exceptional interpersonal skills for working effectively with a diverse community of faculty, staff, parents, and campus-wide colleagues.
- Outstanding administrative and organization skills.
- Experience working with students in middle school or high school who have varying abilities.
- Excellent oral and written communication skills.
- Demonstrated ability to work collaboratively.

**ACCESS**

- The Learning Support Tutor will attend the New Faculty meetings in August. During this time, the Tutor will become acquainted with Burke culture, expectations, and technology use.
- The Tutor will receive SIS training in order to navigate our online system.
- The Tutor will receive a laptop and a Burke email for school use.
- Free parking is available and the Tutor will receive a key fob to get in and out of the building.

**REQUIRED EDUCATION AND EXPERIENCE**

Bachelor’s Degree in Special Education or Education.

To apply, please send a resume and cover letter to Chalis Waizenegger, High School Learning Specialist. chalis.waizenegger@burkeschool.org. Please reference Learning Support Tutor in the subject line