



## **Academic Tutor for Migrant Students Position Description**

**TITLE:** Vermont Migrant Education Program (MEP) Tutor

**STATUS:** Temporary Wage Employee \$20/hour; mileage reimbursement at the federal rate

**TERMS OF EMPLOYMENT:** Temporary Part-Time Wage Position, up to 10 hours per week starting November 15<sup>th</sup>, 2021 or as soon as qualified candidate is identified.

**REGION OF WORK:** Providing in-person instruction and support accessing educational and additional essential services students in Cambridge, VT. Option to meet online occasionally as students schedule and technology permit. This position will coordinate with colleagues statewide.

### **REQUIRED QUALIFICATIONS:**

- Vermont Teaching License required.
- Conversational fluency in Spanish
- Minimum Bachelor's Degree
- Strong technology skills for mobile and computer-based videoconferencing, instant messaging, and electronic record-keeping; knowledge of best practices for computer-assisted language learning.
- Experience working with youth in an educational setting. Particularly, experience with disadvantaged populations.
- Ability to work flexible, non-traditional hours
- Pass a criminal background check
- Ability to work independently and as part of a statewide team
- Reliable internet at home
- Driver's license and reliable vehicle

### **DESIRED QUALIFICATIONS:**

- Educational background in elementary or secondary education
- Experience in online/virtual instruction and course development. Familiarity with instructional platforms including Canvas.
- TESOL certification
- Familiarity or work with agricultural communities.

**REPORTS TO:** Migrant Education Program Coordinator

### **SCOPE OF ACTIVITY:**

Provides one on one and/or small group tutoring support to migrant students with a focus on students with significant academic struggles, grades 1 to 12. Develops an accessible, engaging program of instruction. Focus will be on academic content areas as needed to ensure students are keeping on pace with peers. Instruction will be mainly virtual with the option for in-person when convenient and at families' and teacher's discretion with COVID-19 safety measures in place.

### **BASIC JOB OVERVIEW:**

- Collaborates with MEP staff to remove barriers to educational support during the academic year.
- Collaborates with In-School Youth Coordinator to facilitate communication between families and schools, identify students' needs, and provide feedback on progress.
- Maintains a schedule of classes every week and communicates with parent/guardians and students to encourage and supports attendance one to three times per week.
- Works out of the home and teaches virtual classes online via videochat applications.
- Works with students to develop a learning plan and monitors progress. Upon completion, this individual makes recommendations in a final report for continued service based on participant interest and progress.
- Participates in MEP staff trainings as appropriate.

#### **PERFORMANCE RESPONSIBILITIES:**

- Manages participant class schedules and caseload.
- Creates learning plans for students; tracks progress and adjusts as necessary.
- Ensure students understand assignments provided by school; help with completion to ensure students stay on pace with classroom peers.
- Prepares supplementary lesson topics, plans, and assignments based on content provided by school; evaluates outcomes and adjust as necessary.
- Identifies and promotes resources for student self-study
- Helps students to establish an educational routine and habits that support goal exploration and life-long learning.
- Identifies and works to remove barriers to class participation in collaboration with other staff.
- Documents student services weekly using MEP reporting systems.
- Participate in all applicable trainings provided by MEP.
- Assist MEP staff by reporting participant moves and data changes, and by referring potentially eligible workers.
- Make active referrals to other UVM Extension Farmworker Programming as appropriate.
- Respect the rights of student and families. Adhere to all regulations and procedures that maintain confidentiality of students, families and employers served by the MEP
- Celebrate student achievements and advocate for appropriate next steps.
- Researches, identifies and incorporates best practices for instruction of migrant students.

**Please send a cover letter and resume by email to the attention of Kelly Dolan, Migrant Education Program Coordinator, to the following address: [kelly.dolan@uvm.edu](mailto:kelly.dolan@uvm.edu) .**

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