



Lead Tutor (Intermittent)

City of Miami Gardens, FL. (109,700)

Opening Date: 8/14/2013

Deadline 8/21/2013, or until filled

Salary: \$20.44 per hour

Nature of Work:

Design and provide academic tutoring for program participants with the intent of assisting those that are experiencing academic challenges and enhancing the performance of those that are at satisfactory levels. Facilitate tutoring sessions utilizing collaborative learning methodologies either one-on-one or in group sessions. Serve as model for students in the techniques, strategies, attitudes and beliefs that successful learners employ as they acquire new knowledge, solve problems, and complete academic tasks. Serve as the lead tutor developing curriculums, providing instructions and support to other personnel in accordance with established department policies and procedures. Supervision is received from administrative staff who periodically reviews work in progress and upon completion for thoroughness, professionalism, demonstration of effective learning methods, delivery of customer services and other essential functions for the position.

Minimum Requirements:

Bachelor's degree in a related Education, Business, Liberal Arts, or Social Sciences discipline with at least one (1) year experience as a tutor or teacher. Must have current State of Florida Teaching Certification. Must have ability to work varying schedules of 25 hours per week or less and be flexible to work at multiple park locations. Academic period is projected to be between mid-August and May.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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