



North Coast Cal-SOAP Academic & College Access Tutor Job Description

6-20 hours per week
\$15.00/hr.

Background:

The California Student Opportunity and Access Program (Cal-SOAP) is a post-secondary information, academic enrichment, and outreach program with the goal of increasing the accessibility of post-secondary educational opportunities for low-income and underrepresented middle and high school students.

Job Description:

Under the supervision of the College & Career Service Technicians, Cal-SOAP Academic & College Access Tutors work with students in classrooms, group meeting settings, after school centers, in workshops, and through program supported virtual technologies to provide academic and college access information and encouragement necessary for students to enter the college or training program of their choice. The goals of academic tutoring include supporting student comprehension of academic concepts, providing encouragement, and promoting independence in learning. Tutors are primarily placed in English, mathematic, and AVID classes to assist in increasing students' understanding, confidence and achievement in these subject areas. This is a professional development program, trainings will be provided in policies and procedures, communication techniques, tutoring techniques, professionalism, self-care, skills development and more. Upon completion of the program all new tutors will earn a CRLA Advanced Tutor certification, and all returning tutors will earn a CRLA Master Tutor certification. Tutor placements are at school sites located in McKinleyville, Arcata, Blue Lake, Eureka, Ferndale, Fortuna, and Crescent City.

Duties include:

In addition to providing consistent academic tutoring to assigned Cal-SOAP students in accordance with proper tutor training guidelines and methods, the Academic & College Access Tutor may perform any combination of the following duties:

- Motivate students to consider post-secondary educational opportunities
- Discuss the nature of the collegiate experience with students
- Assist students in planning their high school careers for college eligibility
- Help students research and discover their career and college interests and options
- Instruct students and parents on how to complete college and financial aid applications
- Discuss educational opportunities with students and their parents, when appropriate
- Attend and assist in additional college-related events in the community

Expectations:

- Participation in mandatory training sessions (held on Saturdays)
- Check email daily and promptly respond to Cal-SOAP Technicians' requests for communication
- Document daily contacts with students
- Communicate with school staff and adhere to school regulations
- Participate in college tours, career fairs and other activities
- Be a proactive, positive, cooperative, and productive team member
- Exhibit a dependable and consistent work ethic
- Have dependable internet access and equipment to tutor online if/when necessary

Qualifications:

- Have completed at least one semester of college
- Be enrolled at least half time in a college or other post-secondary school as an undergraduate or graduate student (half time is 6 units for undergraduate and 3 units for graduate, per semester.)
- Have financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- Interest in, or experience working with students
- Ability and desire to be a positive role model
- Strong communication skills
- Reliable transportation
- A record of dependable work attendance
- Strengths preferred: Algebra and Geometry, or higher math

This is a temporary position for the K-12 school year. Continuation of this position is contingent on funding. Tutors may re-apply to work for Cal-SOAP each school year, pending successful evaluations. Tutors may be eligible to receive work experience or internship credit through their college.