



Buffalo Urban League

Job Title:	Certified Teacher	Reports To:	Program Coordinator
Division:	Youth & Education	Review/Revision Date:	
Department:	Supplemental Educational Services	Review/Revision Date:	
Classification:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	Work Hours: M-F 3-6pm
General Duties: The Teacher/Tutor will support the academic needs of the participants through instruction/ tutoring and providing ways to increase the academic levels of the participants. He/she must work closely with all members of the staff in order to better serve the participants.			
Qualifications: B.A. or B.S. in Secondary Education preferred; NYS Teacher Certification (high school) required; Experience in teaching or tutoring youth; Private transportation preferred.			
Competencies:			
Specific Duties: Facilitate academic tutorials in a classroom setting; Assist the students with homework as necessary; Have individual activities (worksheets, etc.) ready for those who may not need help that day on homework; Attend weekly case conferences and share observations with the team; Submit lesson plan to Program Coordinator; Use the testing profiles to further individualize activities; Evaluate each student on a monthly basis; Submit a monthly report to the Program Coordinator; Provide daily classroom attendance records.			
The person in this position may be called upon to perform duties not listed in the job description but deemed necessary for the smooth functioning of the program.			
Supervision:			
Volunteer Interns:			
Scope of Authority:			
Signatures:			
Incumbent Employee:	None	Date:	
Supervising Employee	Lamont Williams	Date:	12/14/10

Submit Your Resume To:

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