



COLLEGE SUCCESS ACADEMY VOLUNTEER TUTOR

**The Steppingstone Foundation's program, College Success Academy, seeks
volunteer tutors at our after-school sites:
Edison K-8 in Brighton and McKay K-8 in East Boston**

Position Overview

The College Success Academy, through rigorous college-prep programming, seeks to advance Boston Public School students' academic achievement, socio-emotional competence and college awareness, toward the overarching goal of college graduation. Volunteer tutors at the College Success Academy work alongside professional teachers to provide academic support, teach social-emotional skills, and create a positive learning climate for Middle School Scholars. They help Scholars complete homework, facilitate educational games and activities, supervise – and play! – during snack and recess, and assist with other daily logistical tasks; individuals may also ride home on the bus with Scholars (Brighton only).

Schedule and Location

After-school sessions run Tuesdays and Thursdays:

- Edison K-8 School, Brighton: 2:45 – 5:45 p.m.
- McKay K-8 School, East Boston: 2:45 – 5:45 p.m.

In addition, there will be approximately two tutor meetings outside of these hours in the Fall, and three in the Spring. All volunteer tutors are expected to commit to two days each week at one of the above locations. Exceptions can be made for those who demonstrate a strong interest and passion for working with middle school students. We are looking for volunteers to commit to tutor from mid-September 2019 through mid-May 2020. There are also opportunities to volunteer for one semester, either from September-December or January-May.

Responsibilities and Expectations

- Attend tutor orientation, monthly meetings, and follow-up workshops as required
- Arrive promptly and attend scheduled tutoring commitments consistently. If an absence is anticipated, inform site coordinators in advance
- Assist with set-up of program materials
- Assist in the supervision of arrival, dismissal, snack, and recreational periods
- Monitor and provide academic support for Scholars in study hall and CSA courses; help answer Scholars' questions as they work through homework and class materials/projects
- Support individual Scholars' academic needs as assigned
- Communicate Scholars' academic progress to CSA staff and faculty
- Hold Scholars accountable to CSA rules and expectations by utilizing classroom management techniques and the CSA behavior system

***The Steppingstone Foundation is an equal opportunity employer and we encourage applicants
from diverse backgrounds***



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- Maintain confidentiality at all times

Qualifications

- Demonstrated commitment to educational equity and college access
- Strong desire to improve educational opportunities for underserved students
- Excellent cross-cultural sensitivity and experience working with diverse populations
- Eagerness to work with middle school students and ability to support and challenge students academically
- Tutoring experience, preferably at the middle school level (grades 5-8)

To Apply

Email Peter Hulbert (phulbert@tsf.org) if you are interested and would like more information. **Please include “CSA Volunteer Tutor” in the subject line of your email.** For more information about The Steppingstone Foundation, please visit www.tsf.org.

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