



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0808010

GENERAL EMPLOYMENT NOTICE

GENERAL EDUCATION, ALGEBRA & READING TUTORS

Father Flanagan's Girls & Boys Town of San Antonio

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

JOB HIGHLIGHTS

The Tutor for Father Flanagan's Girls & Boys Town of San Antonio will provide tutoring for assigned individuals or small groups on a regular basis (2 to 3 days per week) from 5:00 p. m. – 7:00 p. m. throughout the school year. Students will be assigned to the tutor by the Program Operations Manager at Father Flanagan's. The tutor may work with individuals or small groups.

MINIMUM QUALIFICATIONS

- Teaching Certificate Secondary preferred
- Minimum of 2 year teaching preferred.
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Demonstrate competence to the interviewer of skill in the content area with one of the following:
 - Fluent reading, letter-sound relationships, comprehension;
 - Understanding of math concepts, computation and problem solving for the selected grade level; or
 - General knowledge in Science and Social Studies
- Possess excellent communication and computer literacy skills.
- Ability to be prompt and have reliable attendance on scheduled days.

ESSENTIAL FUNCTIONS

1. Attend training in the specific NISD or campus tutoring program to be provided.
2. Manage learning materials and create student materials for specific lessons.
3. Provide instruction in math, reading, writing, science or social studies.
4. Relate positively to children and develop respectful relationships.
5. Keep information about children and achievement confidential.
6. Prepare lessons and reflect accommodations for differences in student learning styles.
7. Use technology to strengthen the teaching/learning process where available.
8. Assess student progress and report to the Program Operations Manager.
9. Compile, maintain, and file all reports, records and other documents required.

REPORTS TO: Title 1 Specialist and Program Operations Manager

MINIMUM HOURLY RATE: \$25.00 (Certified)

TYPE OF ASSIGNMENT: Part-Time, Non-Exempt

WORK DAYS: 5:00 p.m. – 7:00 p. m.

Monday, Tuesday or Wednesday

Internal Applicants – Submit a [Job Match Profile](#) form (click on link or available in Human Resources Office.)

External Applicants – Submit a completed [Application for Auxiliary and Classified Employment](#) and [Job Match Profile](#) form (click on link or available in Human Resources.) ALSO copies of required credentials to support the qualifications as posted in the job announcement must be submitted to Human Resources at time of application.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

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