



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0708048

### GENERAL EMPLOYMENT NOTICE

#### MATHEMATICS and SCIENCE TUTORS

Presbyterian Children's Home

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

#### JOB HIGHLIGHTS

The Tutor for Presbyterian Children's Home will provide mathematics and science tutoring for assigned individuals or small groups in the girls' cottage on a regular basis (3 to 4 days per week) from 4:30 p. m. – 6:30 p. m. throughout the school year. 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:
- Understanding of math concepts, computation and problem solving for the selected grade level;
- Understanding of high school science;
- Possess excellent communication and computer literacy skills; and
- 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.
3. Provide instruction in mathematics.
4. Provide instruction in science.
5. Relate positively to children and develop respectful relationships.
6. Keep information about children and achievement confidential.
7. Prepare lessons and reflect accommodations for differences in student learning styles.
8. Use technology to strengthen the teaching/learning process where available.
9. Assess student progress and report to the house parent.
10. Compile, maintain, and file all reports, records and other documents required.

**REPORTS TO:** Title 1 Specialist and Presbyterian Children's Home Director

**TYPE OF ASSIGNMENT:** Part-Time, Non-Exempt

**MINIMUM HOURLY RATE:** \$25.00 (Certified)

**WORK DAYS:** 4:30 p.m. – 6:30 p. m.  
Monday, Tuesday, Wednesday and/or Thursday  
(Work days may vary and are flexible)

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**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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