UPWARD BOUND PROGRAM
OUTREACH ADVISOR/TUTOR
JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES:

• Tutor high school students in one or more academic areas at a senior or junior high school campus weekly. (Must provide own transportation, carpooling between tutors suggested for tutors without vehicles; School sites are located in Arroyo Grande, Nipomo, Santa Maria, and Guadalupe, CA).
• Responsible for individual contact and documentation of students in assigned Learning Sections.
• Attend all staff training and meetings.
• Arrive at Learning Center ready to open classroom before students and staff.
• Maintain the UB supplies area; making sure there is a sufficient level of supplies such as index cards, time management sheets, sign-in sheets, reading materials, etc.
• Collect site material such as feedback reports, extra-curricular forms, permission slips daily attendance sign-in sheets from students and staff and return to office weekly etc.
• Participate in Saturday Sessions and parent meetings on as needed basis.
• Supervise students in all program areas to assure their safety and well-being.
• Enforce Learning Center rules as necessary.
• Assist in maintaining a clean classroom at the sites
• Provide academic and personal guidance to assigned students.
• Provide documentation of services.
• Serve as positive role model and mentor to Upward Bound student participants.
• Become familiar with the goals of Upward Bound.
• Motivate students toward higher education.
• Check email and office box on a weekly basis.

Important Note: Fingerprinting is required for employment, with expense covered by employer.

QUALIFICATIONS:

Requirements:

• Strong skills demonstrated in one or more of the following areas: Math: Algebra, Geometry, Algebra II/Trig, Pre-Calculus, Calculus; English; Social Sciences; Science: Chemistry, Physics, Biology; Foreign Language; Study Skills.
• Ability to effectively communicate with respect and sensitivity to the needs of first-generation and low-income high school students.
• Must maintain good academic standing at Cal Poly (2.5 GPA minimum).
• Posses a valid California driver’s license and current auto insurance if driving to the Learning Center sites.

Highly desirable:

• Experience working with low-income, underrepresented students in similar program.
• Previous Upward Bound participant or staff experience.
• Bilingual (Spanish/English).
• Second year student or beyond.