

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).
- 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, absent notices, 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 (no eating, drinking etc.)
- Provide academic and personal guidance to assigned students.
- Provide documentation of services (i.e. feedback reports).
- 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
- 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.