



Tutor Job Description

All Frog Tutoring tutors will meet with assigned students to provide one-on-one private tutoring for subject matters in their areas of expertise. Tutors are to serve as a guide and coach to assist their students to become a successful, independent learner while integrating effective study and learning strategies to maximize the student's potential for academic progress. Ultimately, it is the tutor's responsibility to motivate students to want to learn, achieve, and be self-motivated.

Qualifications

- Must be eligible to work in the United States and complete all background checks
- Must be a current college student or recent graduate
- Must have expertise in at least one specific subject area
- Must have a minimum overall GPA of a 3.0 and a 3.5 GPA in your area of expertise
- Must be passionate about being a mentor and working with students
- Must be able to work a minimum of 5-15 hours a week during the Fall and Spring
- Must be willing to complete the Frog Tutoring training program
- Must be self-disciplined and punctual
- Must be professional, in attitude and appearance

Preferences:

- Previous tutoring experience
- Excellent communication and interpersonal skills

Note: This job recommends all tutors to have a reliable mode of transportation. Tutors are expected to meet with students at a location agreed upon between the student and the company. In most cases, this will be the student's home. Depending on the distance, some mileage may be compensated. We try to assign all tutors without a car, to clients in their general area, but this may limit the number of clients they are able to work with.

Responsibilities

- Organize, facilitate, and track tutorial sessions for all assigned students
- Coordinate with parents and teachers to develop individualized lesson plans and conduct effective and focused tutoring sessions
- Correspond with families on a regular basis to verify scheduled tutoring sessions, up-date parents on their student's progress, and to prepare for tutoring sessions
- Follow all policies and procedures outlined in the Tutor Training Manual
- Maintain working eligibility:
 - Participate in trainings:
 - Participate in an initial virtual training program
 - Participate in on-going trainings



- Complete bi-annual background checks
 - Complete the Frog Tutoring Training Course within the first 2 months work
- Obtain a complete understanding of website, database, and business structure
- Continually update the Frog Tutoring database:
 - Maintaining your personal webpage
 - keeping your subject matter expertise and availability current
 - Inputting student information and progress
- Uphold client confidentiality at all times
- Maintain open communication with staff and administrators
 - Respond to emails, phone calls, and texts in a timely manner
 - Report all issues to your administrator immediately
- Engage students and make tutoring fun! It is the tutor's responsibility to encourage their students to take an active role in their academics!!
- Stay current in the subject areas they will be tutoring
- Must be on-time!!! Last minute cancelation on behalf of the tutor and tardiness will not be tolerated and is grounds for termination.