

Position Title: **Lower School Tutor**

Company: Heritage Instructional Services, Inc.

Location: Catonsville, MD

Reports To: Lower School Administrator

Position Summary:

Partners with parents (home teachers) to instruct and evaluate elementary and/or middle school students in a specific subject area at Heritage Instructional Services, a two-day per week homeschool tutorial in Catonsville, Maryland.

Key Duties and Responsibilities:

- Teach from a Christ-centered, Biblical worldview
- Create a class syllabus to be shared with the Admin Team, students, and their parents
- Teach and manage groups of 16 or fewer students in a class 55 minutes long, held on Mondays and Wednesdays (one time per week for electives)
- Engage students in curriculum determined by the Leadership Team
- Plan and implement meaningful lessons for students with a strong focus on hands-on learning
- Assign lessons and activities for homeschooling parents to complete with students at home on Tuesdays, Thursdays, and Fridays
- Evaluate student progress through formal and/or informal assessments
- Communicate assignments/grades in a timely manner through online portal iGrade Plus (grading is for grades 3+ only)
- Attend staff meetings once per month or as needed
- Work as a team member to meet goals and solve problems
- Help prepare for and attend school events such as Back to School Parent Meeting in the fall, Open House in February, and Student Showcase in May
- Demonstrate a willingness to serve beyond paid hours if needed as a ministry to the school and its homeschooling families
- Maintain an orderly and visually appealing classroom environment
- Support the Leadership Team and Heritage through prayer and service

Qualifications

Spiritual:

- A Christ-centered, Biblical worldview and godly character
- Regular attendance at a local church, membership strongly preferred

Experience:

- Knowledge of and/or interest in subject area
- Minimum of one year experience in education and/or homeschooling strongly preferred

Knowledge/Skills/Values

- Gracious and friendly attitude
- Loves students and values the homeschooling philosophy
- Demonstrates basic proficiency in use of technology: email, internet, Google Docs
- Willingness to generously invest time and energy in the ministry of HIS

Schedule and Compensation

- Classes meet for two hours per week, on Mondays and Wednesdays, September - May, for a total of 60 class hours (except electives)
- \$24 per hour for hours spent teaching in the classroom (2 hours per week for one class)
- 4 hours of paid preparation per class during the month of August
- up to 20 additional paid hours per year for staff meetings and/or school events

To apply or for additional information, please email current resume to k-8admin@heritageins.org. Please indicate "Tutor Position" in the subject line.