



After School Program Tutor

REAL Journey Academies (RJA) is a non-profit charter school management organization designed to significantly increase college entrance and graduation rates for underserved students in the Inland Empire. We aim to impact and revitalize communities through the development of education and other supportive partnerships.

Job Purpose

REAL Journey Academies is looking for an After School Program Tutor wholeheartedly believes in and is passionate about the mission and commitments of REAL Journey Schools and provides a safe nurturing, educational and recreational experience where students are encouraged to have fun, develop self-confidence, enjoy learning, and gain friendships. School site locations include San Bernardino, Fontana, Moreno Valley. Grade levels supervised will include kindergarten through 8th grade.

Essential Duties and Responsibilities:

- Supervise and foster a safe and nurturing learning environment
- Provide support to students with their homework
- Implement enrichment activities such as clubs and sports
- Prepare instructional, display, and work materials
- Prepare and supervise after school activities
- Participate in professional development training, as necessary
- Establish good relations with individual students and groups
- Regular attendance, dependability and punctuality in conformance with the standards is essential to the successful performance of this position.
- Demonstrate strong math skills
- Communicate and relate effectively with students, teachers, and parents
- Exhibit flexibility and be team-oriented
- Enforce safety and disciplinary procedures and rules
- Display excellent management and organizational skills and a positive attitude
- Organize and File paperwork

Desired Skills and Traits:

- Possesses a willingness to learn, patience, and detail oriented
- Possesses a willingness to learn with patience and detail oriented
- Strong Math skills is strongly preferred
- Bilingual in Spanish strongly preferred

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.



After School Program Tutor

Minimum Requirements:

- Must be currently enrolled in a college or university
- Must have prior experience working with students in a learning environment
- Must be able to commit to a minimum of 20 works hours a week and adhere to the following schedule: 2:30pm-6:00pm Monday-Wednesday and Friday, 12:00PM-6:00PM Thursday

Physical demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Occasionally required to kneel, climb and reach with hands and arms above shoulder level, lift up to 30 pounds.
- Occasionally required to bend, sit, stand, squat, stoop, walk, run, push, pull, and reach with hands and arms at shoulder level or below.
- Always required to wear the appropriate safety equipment for the task, which may include gloves, goggles, aprons, belts, etc.

Compensation:

- Hourly rate of \$12.00/hour

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.