



SUMMIT
CHRISTIAN
SCHOOL

Job Description

Position: Tutor

General Purpose

Support faculty in the daily delivery of academic content to students based on the state standards. Duties will be performed in accordance with the high expectations, mission, and vision of Summit Christian School.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31 **OR** per contract. The position is renewable pending the results of a performance evaluation that will be completed by the principal(s).

Main Job Tasks and Responsibilities

- Spiritual leadership of the students
- Teach academic content to students
- Assist in maintaining an effective, efficient, and positive climate for learning
- Administers student discipline in accordance with the school-wide behavior system
- Participate in professional development as appropriate
- Model and maintain healthy, biblical communication with colleagues, students, and families

Education and Experience

- **minimum education level:** bachelor's degree in education
- demonstrated effective classroom management
- proficient written and verbal communication skills
- working knowledge of computer applications such as Word, Excel, PowerPoint, Google Suite and web-based data systems

Key Competencies

- professional dress and attitude
- servant's heart
- steadfast spirit
- collaboration
- planning and organizing
- attention to detail
- information collection and monitoring
- problem analysis
- problem solving and mediation
- confidentiality
- integrity
- initiative