

EDUCATIONAL TALENT SEARCH PROGRAM

Tutor Position

Pay: \$9.00 per hour

TALENT SEARCH is a program that targets first-generation and/or income-eligible, college-bound junior high and high school students. The program's goals are to strengthen students' academic skills and encourage them to continue onto post-secondary education. This position is hourly, intermittent and temporary, and is NOT a State position.

Qualifications:

- ❖ Above average academic ability in a variety of subjects.
- ❖ Ability to relate well with junior high and high school students.
- ❖ Tutoring experience with youth of diverse cultures and backgrounds.
- ❖ Ability to coordinate information with TALENT SEARCH staff regarding tutees.
- ❖ Possession of a valid California driver's license and insurance.
- ❖ Transportation
- ❖ Dependability

Responsibilities:

Under supervision of the TALENT SEARCH Activities Coordinator, Tutors will perform the following duties:

- ❖ Attend Tutor training session(s).
- ❖ Conduct individual and small group tutoring.
- ❖ Make phone contact with students to arrange tutoring as required.
- ❖ Complete and submit paperwork documenting tutoring sessions.
- ❖ Attend quarterly Tutor meetings.
- ❖ Recruit new program participants.
- ❖ Attend Talent Search workshops presented by counselor as requested.
- ❖ Perform other duties related to tutoring as assigned.
- ❖ Communicate any problems or concerns to TALENT SEARCH staff.
- ❖ Carry out all duties dependably and in a timely manner.
- ❖ Inform tutees, school site, and Activities Coordinator when tutoring sessions must be missed.
- ❖ Network with school staff as necessary.

To Apply:

Submit attached application, a letter of interest, and at least one letter of recommendation. The letter may be faxed by the writer to 707-826-5212. Résumés are encouraged.

Return materials to: Educational Talent Search; Humboldt State University; Arcata, CA 95521

Tutoring Sites:

Arcata High	Hoopa Valley Elementary	South Fork High
Blue Lake Elementary	Hoopa Valley High	Sunny Brae Middle School
Eureka High	McKinleyville High	Toddy Thomas School
Eureka Adult Education	McKinleyville Middle	Trinity Valley Elementary
Fortuna Middle	Pacific Union	Zane Middle School
Fortuna High	Peninsula Elementary	Zoe Barnum High



EDUCATIONAL TALENT SEARCH

Humboldt State University

TUTOR APPLICATION

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email Address: _____

EDUCATION

School	Name & Location	#of years	Did You Graduate?	Course of Study	Degree or Certificate
High School					
Junior High					
Other College/ University					
Grad School					

EXPERIENCE

List all jobs, paid or volunteer, you have had tutoring with youth. Use additional pages if needed.

Position Title	Part-time <input type="checkbox"/>	Full-time <input type="checkbox"/>
Employer/Location:	Employment Dates	
Major Duties:	From: To: Reason for Leaving:	
Immediate Supervisor:	Phone Number:	

Position Title	Part-time <input type="checkbox"/>	Full-time <input type="checkbox"/>
Employer/Location:	Employment Dates	
Major Duties:	From: To: Reason for Leaving:	
Immediate Supervisor:	Phone Number:	

(Please use additional pages as needed)

TRAINING:

List any specialized training you have received. Include the length of training and topics covered.

CERTIFICATES:

List any certificates you hold related to tutoring or teaching, e.g., credential, teacher's aid competency test.

Why are you interested in tutoring for the **Educational Talent Search** program?

If hired as a TALENT SEARCH tutor, can you make a commitment to work for the entire public school year (September through June)? _____

Would you be willing to volunteer for an occasional special activity with TALENT SEARCH students, e.g., peer tutoring, homework clubs, mini-camps? _____

Have you ever been convicted of a felony? yes no

If yes, please submit a confidential letter of explanation.

Do you have transportation? yes no

Valid California State driver's license? yes no

I certify that all of the information contained in this application, and in any supplementary materials, is true and accurate. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

Signature

Date

Subjects Skill Levels

Please rate your ability to tutor students at both the junior high and high school level, according to the following rating system:

1 = not able

2 = somewhat able

3 = highly able

Subjects	Junior High School Level	High School Level	Comments
Basic Math			
Pre-Algebra			
Algebra 1			
Geometry			
Algebra II			
Trigonometry			
Spelling			
Grammar			
Composition			
Reading			
History			
Biology			
Physical Sciences			
Chemistry			
Physics			
Spanish			
French			
German			
Civics/Economics			

Tutor Availability Schedule

Name: _____ Fall Spring

Phone: _____ Email: _____

Indicate the times you will be available to tutor by shading in the appropriate boxes.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

RECOMMENDATION for: _____

Tutor Applicant Name

The above listed person has applied for a position as a tutor for junior high and high school students who participate in the EDUCATIONAL TALENT SEARCH program. Please write a brief statement of your knowledge of the applicant including the following topics:

- ◆ How long have you known the applicant?
- ◆ Applicant's ability to communicate with a variety of ages and cultures.
- ◆ Applicant's attitude toward youth.
- ◆ Personal and professional traits of the applicant, i.e., dependability, patience, humor, and goals.
- ◆ Applicant's competency to tutor specific subjects.

Recommendation by: _____

Name: _____ Phone: _____

Address: _____

Email Address: _____