



## Grade School Math Tutor – Part-Time Job Description

This is a part-time, hourly position. Expected Start Date: December 1, 2020

### OVERVIEW

The Educational Support Program at the San Francisco Waldorf Grade School is looking for an experienced math tutor to work with small groups in Grades 6 – 8 to solidify their math skills.

### REQUIRED QUALIFICATIONS

- Experience working with middle-school students in an academic environment.
- Bachelor's Degree (B.A. or B.S.) preferably in math
- Experience working with children who may find math challenging
- Flexibility in your schedule and willingness to adapt to new circumstances.
- Patience, compassion, and empathy in dealing with students.
- Ability to explain mathematical concepts clearly with relevant examples
- Excellent organization and time management skills
- Waldorf teacher certification would be ideal

### EXPECTATIONS REGARDING ORGANIZATIONAL SKILLS AND PROFESSIONALISM

Organizational and professional best practices are part of the tutor's job at San Francisco Waldorf School. We require:

- Responsiveness with co-workers (e.g. return phone calls, respond to emails and texts promptly)
- Excellent time-management and organization
- Excellent record-keeping
- Punctuality
- Professionalism
- Courtesy
- Discretion and confidentiality

This is a part-time hourly position with an expected commitment of no more than 6 hours per week of teaching time and meetings.

This position and carries no benefits other than those available through the San Francisco City Ordinances.

**Physical Requirements and Work Environment**

- Be able to occasionally lift to 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

**FLSA Classification:** Not exempt from overtime; hourly

**Reports to:** Grade School Chair

**Hired by:** Grade School Steering Committee

**Date Modified:** November 2020

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

Please send resume and letter of interest to [jobs@sfwaldorf.org](mailto:jobs@sfwaldorf.org)