

ACADEMIC TUTOR JOB DESCRIPTION

Summary

Full-time, Non-Exempt

Under the direction of the Principal, applicants should be available for work school days and portions of faculty in-service days.

Essential Duties and Responsibilities

- Supporting students on accommodation plans
- Maintain a professional attitude with all program stakeholders
- Communicate with school staff regarding student needs and issues
- Perform other duties as assigned
- Collaborate with school counselors to assist certain student challenges.

The Ideal Candidate Will

- Be familiar with a variety of student learning challenges
- Have experience with the RTI process
- Have experience working with students who have learning differences
- Enjoy working with students in the classroom
- Create an atmosphere in which students feel safe and welcomed
- Use a variety of engaging instructional strategies to assist students with learning and in meeting course standards
- Monitor the progress of individual students and provide feedback to students and parents
- Regularly communicate necessary information to students, parents/guardians, team members and supervises regarding students' needs
- Work collaboratively with staff for the good of students and the school
- Desire to grow professionally by partaking in professional development

Qualifications

- Valid Ohio teaching license in education
- Ability to work cooperatively and collaboratively with school staff and parents
- FBI/BCI
- VIRTUS
- Ability to obtain an aide permit from the Ohio Department of Education

The Roman Catholic Diocese of Cleveland was founded on April 23, 1847. Under the leadership of the Most Reverend Edward G. Malesic, Bishop of Cleveland, it is the twenty-third largest Diocese in the United States. The Diocese encompasses the counties of Cuyahoga, Summit, Lorain, Lake, Geauga,

Medina, Wayne, and Ashland. There are more than 692,000 Catholics in the Diocese, and Catholic Charities- Diocese of Cleveland is one of the largest diocesan systems of social services in the world. There are 185 parishes, 110 Catholic schools, 1 pastoral center, and 1 mission office within the Diocese. The cathedral is the Cathedral of St. John the Evangelist, located in downtown Cleveland. Please go to our website, www.dioceseofcleveland.org, for more information about the mission, persons, and ministries of our diocese.

The Office of Catholic Education provides expertise, experience, and energy to lead and assist those who carry out the education ministries of the Diocese of Cleveland. In steadfast support of our over 40,000 students and their families, the Office works to ensure that each school has the capacity to deliver strong, positive, irresistibly Catholic education for continued growth in academic excellence and faith formation.

The Catholic Diocese of Cleveland and Elyria Catholic High School are pleased to accept applications for the position of Academic Tutor. Elyria Catholic High School (ECHS) is a Diocesan-owned, comprehensive, coeducational, Catholic high school committed to academic excellence and the development of student gifts. Enrollment is 474 students in grades 9 through 12.

To Apply:

Position will remain open until filled. For consideration, please submit a cover letter, resume, contact information for three (3) professional references, and a completed Diocese of Cleveland Employment Application to employment@elyriacatholic.com.