



## **Curriculum Manager/Tutor**

**Reports To:** 21<sup>st</sup> CCLC Grant Manager/Site Coordinator

**Employment Status:** Part-Time

**FLSA Status:** Exempt

### **Qualifications:**

- ◆ Bachelors Degree in Education
- ◆ Current Certification or Secondary Licensure
- ◆ Knowledge of effective intervention strategies

**General Description:** Responsible for the direct implementation of the chosen academic programs in reading, math and other identified core academic programs emphasized in the project. Team with program staff and other project partners to align the academic, enrichment, youth development, family engagement and other support services with the objectives of the grant and assure that the activities meet the needs of the population that the program serves.

### **General Responsibilities include:**

- ◆ Designs and implements engaging lessons and activities for students that are aligned with the identified reading and math programs and student's individual learning outcomes.
- ◆ Performs academic assessment of students.
- ◆ Collaborates with other program staff and project partners to align the recreational, enrichment, social, and support services to the academic services of the project.
- ◆ Ensure appropriate and successful delivery of support programs that meet the needs of the individual learners participating in the program.
- ◆ Ensure compliance with Ohio Department of Education Licensure requirements.
- ◆ Other duties as assigned by supervisor.