

JOB ANNOUNCEMENT  
**Tutoring Center Coordinators – 2<sup>nd</sup> and 4th Grade**

Mission Graduates (formerly St. John's Educational Thresholds Center) is a nonprofit organization that increases the number of K-12 students in San Francisco's Mission District who are prepared for and complete a college education.

We work towards fulfilling our mission through a wide range of after-school support services that serve close to 1000 children, youth and families each year. Our vision is to transform the culture of our neighborhood so that college becomes the expectation for Mission families, rather than the exception.

The Tutoring Center (TC) is an award-winning after-school academic enrichment program serving 120 children K-5 **year-round** from Marshall Elementary, and 80 children **year-round** from Bryant Elementary School. Youth who participate in the TC develop a sense of self-confidence in their ability to learn, to speak their voice and to contribute to their community. The program infuses "college messaging" throughout its curriculum to ensure both children and parents alike begin visualizing early for the college experience. These particular positions will be part of the team at Marshall Elementary School.

**Tutoring Center Coordinators (2<sup>nd</sup> and 4th Grade)**  
**Non-exempt, At-Will .75 FTE (30 hrs/week—11:30am-6pm)**  
**\$15.14/hour**  
**Full Health, Dental and Vision Benefits, Vacation and Sick Time**  
*Note: Hours increase to full-time during the summer program*

**Ideal Start Date –July 25**

Reports To: Marshall Elementary's Tutoring Center Director

Key Responsibilities & Primary Duties

Plan and lead daily academic and enrichment activities for twenty students

- Utilize standards based curriculum to write lesson plans.
- Lead an elective activity (i.e. dance, drumming, gardening) each semester.
- Develop and integrate college "culture-building" activities into the classroom.
- Implement a year-round service learning project (in collaboration with your team)
- Coordinate and support volunteers in classroom.
- Develop a nurturing, safe, respectful, multicultural learning environment.

Support students to reach specific literacy benchmarks

- Facilitate after-school homework assistance, vocabulary building and reading comprehension activities that build upon the "school day" learning objectives.
- Design, develop and implement theme & project-based curriculum that supports student academic and personal achievement.

Build cultural and educational bridges with students and their families.

- Assist in community outreach, parent communication, and volunteer recruitment and supervision.
- Coordinate on-going communication and feedback systems with families, teachers and volunteers.

Assist in the daily operations of the TC including supervising youth, administrative tasks & staff development

- Maintain accurate youth files and records, i.e. attendance, student behavior, and other evaluation forms to track student progress.
- Participate in staff development, team and supervision meetings.
- Provide overall support of the program, including support for field trips, special events and parent workshops.
- Plan and coordinate field trips, parent events, and other school-wide events
- Serve as part of larger Mission Graduates team.
- Other duties as assigned by supervisor.

Qualifications

- BA in education or equivalent experience in the field of Youth Development, or related field.
- Two years proven ability and experience working with urban youth.
- Experience in after-school programming, teaching and/or tutoring students.
- Understanding of youth development principles.
- Passion for working with children and youth is a must, as well as a willingness to explore alternative, non-institutional teaching methods.
- Must be able to relate effectively to diverse community and demonstrate understanding of cultural diversity.
- Ability to speak Spanish strongly preferred, as well as excellent oral and written communication skills.
- Fingerprint and TB test clearance is mandatory upon hire.
- Experience working with communities of color with low-income populations is preferred.
- Candidate must be flexible, well organized and able to take initiative.

***Mission District residents, bilingual Spanish-English  
and people of color are strongly encouraged to apply***

Please send your resume and a cover letter articulating your interest and qualifications to:  
[hr@missiongraduates.org](mailto:hr@missiongraduates.org)

Last reminder: This is a year-round position. The Tutoring Center manages a full-time, five-week summer program. Team members are required to schedule vacation around major “breaks” in the program calendar.

**(No phone calls please; only applicants submitting both a resume and cover letter will be considered)**