



Family Enrichment Center Tutor Job Description and Opportunities

- Responsible for tutoring students in the development, implementation, and assessment of the FEC and Homeschool curriculum choices.
 - Commitment to co-teaching with parents in their homeschool pursuits.
 - Opportunity for two mornings a week/or full day employment.
- Grade or subject specific micr-classroom tutoring, assigning work for students to complete at home.

Qualifications (Personal and Professional)

- An intimate and growing personal relationship with Jesus Christ.
- Live a life above reproach (consistent with I Timothy 3:1-7).
- Strong relational skills including but not limited to:

- Being a team player
- Showing sensitivity with a heart of compassion
- Having a warm and friendly personality in all interactions
- Demonstrates effective oral and written communication skills, computer proficiency and organizational ability.
- Demonstrates a teachable spirit, a self-starter mentality, and the ability to think creatively and solve problems.
- Recognizes, develops, and integrates God's truth, goodness and beauty into all of the curriculum.
- Measures growth in students and communicates needs for student improvement.
- Have appropriate professional work experience to fulfill the designated job responsibilities. Previous church involvement.

Conditions for Employment

- It is a privilege to serve the Lord in vocational ministry as a leader at FEC.
- Those who serve God on staff at FEC are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.
- Available to fulfill the identified work schedule and hours.
- It is required that all staff members are in agreement with the bylaws, Statement of Faith, and Purpose, Vision, and active advocates of the Values of FEC.

Knowledgeable and passionate about his or her subject, level of

student, and art of instruction and engagement.

- Well established or growing in application of laws of teaching and management of classroom culture.
- Committed to growing theologically through participation in a local church and personal devotion and Bible study.

Working Relationships

- A. Report to: Head of School
- B. Work closely with and seek the best for teaching staff, support staff, and leaders.
- C. Coordinate with all other tutor/leadership staff.

Ministry Responsibilities

1. Be an active advocate of the Purpose, Vision and Values statement of FEC and FEC and submit to its leadership. Upon hire, attend staff development to understand culture, history, and doctrines of FEC and learn to communicate them to students.
2. Foster a loving atmosphere and quality program that attracts children and their families.
3. Participate in ongoing professional education. Be a constant learner in the theology, theory and practice of ministering to and teaching children.
4. Develop practical and effective means to partner with parents communicating with them winsomely and with compassion within 24

hours, during the week.

5. Engage in time management to accomplish your responsibilities and maintain a health balance in your life.
6. Recognize, develop, and integrate a Biblical worldview, values from FEC Statement of Faith, goodness and beauty into all curriculum.
7. Begin classes on time and use time effectively.
8. Maintain accurate records that reflect growth, effort, performance and communicate any need for improvement and actively seek support and communicate progress.
9. Support the school in general and our individual members.
10. Mentor, encourage, counsel, and pray for your students and their parents.
11. Keep a neat and orderly classroom that conveys learning, beauty, and organization.
12. Be punctual for meetings, duties, and other obligations
13. Attends meetings and sits on committees as directed by administration
14. Faithfully completes reasonable extra duty assignments (Supervision, Advisory/Grade Level/Curriculum Meetings)
15. Assist in the general supervision of students, care of the campus, and public relations for the school
16. Practice active and engaged supervision of students
17. Enforce the rules, philosophy, and spirit of the school with grace, love and truth
18. Develop alternative modes of assessment in order to avoid boredom in students and to maximize engagement in learning for its own good.
19. Openly share knowledge and talents with other teachers

20. Dress professionally

Other Staff Responsibilities

1. Participation in FEC TRAINING dates and syllabus planning/ Activities and Staff Meetings; FEC Celebrations and Calendar Events.
2. Participation in designated training in addition to your regular schedule.
3. Participate in other center-wide events such as Back to School Kickoff, Meet the Teacher, Back-to-School Night, Parent/Teacher Conferences, Christmas Program, Vision Night, Family Math, History, or Science Night, Spring Concert, Graduation and FEC Gala.
4. *Attend PTF Activities* —PTF-sponsored activities include the Pancake Breakfast, Walk-a-thon, Great Americans Day, Staff Appreciation Week, Ice Cream Social and other community oriented activities.