



## Virtual Tutor: Students with Exceptional Needs

### Organization Overview:

Horizons for Youth is a community organization committed to helping children recognize and achieve their full potential. We are Chicago's only organization providing need-based scholarships, comprehensive support programs and educational resources for students of all academic ability levels, from kindergarten through the start of their career. We currently serve a total of 233 students in both public and private schools. Through our holistic approach, 99 percent of our program graduates complete high school and 84 percent have graduated from college or are currently pursuing their degree. These results prove that with the right combination of competencies, family investment, and community support every child, regardless of socio-economic status, can reach their full potential.

### Position Overview:

Averaging 1-5 hours per week, Horizons for Youth Tutors for Student with Exceptional Needs work with students who have learning disabilities and differences to close academic achievement gaps in math, literacy, and/or executive functioning. They develop and deliver lessons that align with students' customized service plans and established learning goals, conduct ongoing progress monitoring, and report student growth and areas for improvement. This position is a part of our Shalanda's Scholars Program for Diverse Learners and is supervised by the Director of Academic Support Services.

### Roles and Responsibilities:

- Provide schedule availability (Monday-Thursday, 3-7pm) and tutoring preferences (Zoom, GoogleMeets, etc.) to the Director of Academic Support Services.
- Communicate location and other tutoring session and work logistics to students and families in a timely and effective manner
- Arrive on time and prepared for the day's lesson
- Create educational materials to further demonstrate subject matter to be covered in tutoring sessions
- Assess the progress of assigned students to ensure effective processes
- Plan creative lessons to engage and educate students
- Maintain an orderly and conducive virtual workspace for students
- Establish a friendly, encouraging and welcoming environment for students upon their entering of the virtual space
- Connect with parents and Program Managers and keep them informed of student's progress and areas to be improved
- Promote high standards for academic success and behavior and continually encourage students to meet them



## **Requirements:**

- Bachelor's or master's degree in education (theoretical and practical understanding of learning disabilities, learning styles, and multiple intelligences)
  - Teacher licensure/certification, preferably in special education
- Experience effectively teaching students with exceptional needs
- Experience with, access to, and understanding (or strong desire to learn) tools for engaging students in a remote/virtual-classroom
- Experience assessing and reporting the progress of assigned students to ensure effective processes
- Professional experience preparing lesson plans and personalized instruction
- Education in teaching methodology, theory and processes
- Personal accountability and reliability when scheduling sessions with parents and students
- Ability to teach students of all ages at varying levels of understanding and proficiency

## **Comments and Benefits (If Applicable):**

This is an independent contracted position. The rate for specialized tutoring is \$50 per hour and includes instruction and preparation for it. An additional 1/4 hour each month is designated for developing and sharing student progress reports. Payments are made bi-weekly via Zelle or check.

## **Apply**

Qualified and interested candidates are invited to submit resumes with references to [chanita@horizons-for-youth.org](mailto:chanita@horizons-for-youth.org)

## **Equal Opportunity Statement**

Horizons for Youth is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Horizons for Youth does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Horizons for Youth is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.