



# Las Vegas City Schools

## College PSAT Tutor

**POSITION:** College Tutor  
**REPORTS TO:** Building Principal  
**DATE OF POSTING:** September 25, 2017

**Deadline:** Until filled

### REQUIRED QUALIFICATIONS:

Preferred: Bachelor's Degree or current college student

### JOB GOAL:

1. College Tutor is responsible for the academic support of students.

### PERFORMANCE RESPONSIBILITIES:

1. Assist with student achieving High Sat and ACT scores
2. Excellent communication, presentation and organizational skills
3. High energy, self-starter, and committed to helping students
4. The ability to maintain a productive, high-performing learning environment with effective classroom management strategies
5. Flexible schedule
6. Works under the supervision and direction of the classroom instructor while in the performance of his/her duties.
7. Does not divulge and personal information concerning and student except to the classroom instructor to whom assigned or the administrators of the program.
8. Assists students with academics and social skills development as assigned by instructor
9. Assists with supplementary work for students and supervises independent study.
10. Shall adhere to School Board of Education Policies and Procedures.

**SALARY:** As per district salary schedule

### APPLICATION PROCESS:

1. Classified Application
2. Letter of Interest
3. Resume

**To apply:** <http://cybercardinal.net/jobs--lvcs>

**Application available online:**

[http://cybercardinal.net/images/LVCS\\_forms/certified%20application\\_template\\_current.pdf](http://cybercardinal.net/images/LVCS_forms/certified%20application_template_current.pdf)

### SUBMIT APPLICATION DOCUMENTATION TO THE FOLLOWING:

Las Vegas City Schools  
Human Resources Department  
College Tutor Vacancy  
901 Douglas Avenue  
Las Vegas, New Mexico 87701  
Phone (505) 454-5700

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