



METCO, Incorporated
Job Description
Academic After School Program (ASAP)
Tutor

About METCO:

Founded in 1966, METCO is the largest school desegregation program in the country. It is the commonwealth's only program designed to address the long-standing racial segregation in our public schools. Following the passage of the Racial Imbalance Act in 1966, the METCO program provides the opportunity for children from racially segregated schools in Boston and children from isolated suburban schools to learn together in an integrated public school setting. Throughout its history, METCO has provided students with a strong academic foundation, as well as an environment rich in cultural, educational, ethnic, and racial diversity. METCO creates environments where students, parents, and teachers of different backgrounds can appreciate diversity, find common ground through shared experiences, build lifelong friendships between diverse students and strive toward the mutual goal of preparing young people to become global citizens. METCO supports 3,300 students annually in 33 participating suburban school districts and 190 public schools.

METCO Inc., the program's headquarters, is a 501(c)3 non-profit organization funded by the Commonwealth of Massachusetts and administered by the Department of Elementary and Secondary Education. METCO, Inc., referred to as Headquarters (HQ), is a hub for resources, support, and advocacy for students, families, schools, and communities. Working with METCO Directors, district administrators, teachers, community groups, and external partners, HQ provides year-round programming to fulfill METCO's mission and purpose via recruitment and enrollment, student support services, community engagement, communications, racial equity initiatives, fundraising, and advocacy.

About the position:

METCO ASAP provides in-person homework support, tutoring, academic mentorship, and skills-building for students in grades 4th-6th in the areas of Math and/or English Language Arts (ELA). The program is based in our Headquarters office in Roxbury, MA. It meets Mondays, Tuesdays, Thursdays and Fridays from 4-6 p.m.

Tutors will have specific expertise and experience in either or both of these areas and grade levels.

The Academic Tutor will:

- Provide individualized and group instructions to elementary school students in the area of Math and/or English Language Arts (ELA)
- Ensure homework assignments in Math and ELA are completed
- Assist students in building good academic habits such as organization, time

management and executive functioning skills

- Facilitate a learning environment that is open and welcoming
- Be able to identify student's preferred learning style and make adjustments as necessary
- Document student attendance, academic and behavior issues, progress and outcomes
- Use technology resources to enhance learning
- Be familiar with the learning objectives of Mass. Common Core Curriculum
- Utilize school teacher and/or parent's feedback, input and evaluations, when provided, to better support students

Requirements:

- Current college student, Associate or Bachelor in related field- Education, English, Math or related field
- At least two years of experience supporting students academically
- Ability to work Mondays, Tuesdays, Thursdays and Fridays from 4-6 pm. from February 27th to May 26th, 2023 (some or all days of the week are acceptable)
- Strong communication skills (written, oral)
- Outgoing personality, ability to work sensitively with diverse populations and to motivate students
- Strong computer knowledge and ability to use technology such as tablets, google drive, online educational resources, and email
- Strong organizational skills and attention to details
- CORI/SORI Screening

Salary Range: \$18-20 an hour, depending on experience

How to Apply:

- Please submit a cover letter summarizing
 - 1.) Why are you interested in working with METCO?
 - 2.) What experience do you have relevant to the position?
- Submit cover letter and resume to jobs@metcoinc.org.
- On the subject line, please write "Academic Tutor Application"