
JOB DESCRIPTION: PART-TIME TUTOR – ESL BRAZIL

DEPARTMENT:	Instruction	REPORTS TO:	Principal, Global School
	Instructor – 12 month		Instructor – 12 month
JOB CLASS:	Instructor – 10 month	PAY GRADE:	Instructor – 10 month
	Adjunct		Adjunct
EXEMPT STATUS:	Exempt	DATE:	08/29/14

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success in the 21st century.

POSITION GENERAL SUMMARY:

The Part-Time Tutor – ESL Brazil provides an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. The Part-Time Tutor – ESL Brazil organizes and implements an instructional program that will result in students achieving academic success in accordance with FLVS standards.

ESSENTIAL POSITION FUNCTIONS:

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
- Identify, select, create, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Assist in assessing changing curricular needs and offers plans for improvement
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Communicate effectively, both verbally and in writing, with students and team members on a regular basis
- Collaborate with peers to enhance the instructional environment for students by participating in activities including, but not limited to, the following: team meetings and staff development
- Model professional and ethical standards when dealing with students, parents, peers, and community
- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
- Demonstrate gains in student performance
- Assume responsibility for knowing the curriculum of his/her course that is being tutored and the school-wide student performance goals
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:***Education:***

- Bachelor's Degree
- Valid Professional Teaching Certificate OR valid Temporary Certificate in any state in the United States
- ESOL Endorsements, preferred
- Bilingual in English & Portuguese

Experience:

- One year successful teaching experience within subject area OR successful completion of an FLVS instructional internship program OR current enrollment in an approved EPI or MAT program
- Three years' teaching experience, preferred

Knowledge, abilities and skills:

- Knowledge of students in a distance-learning environment
- Operational knowledge of the Internet and Web-related technologies
- Possesses strong verbal and written communication skills
- Works independently with little direct supervision
- Demonstrated ability to collaborate on group projects and work as part of a team
- Works as part of a team
- Accepts responsibility and is self-motivated
- Must be responsible, accountable and self-motivated
- Demonstrated strong work ethic to achieve school goals
- Display effective prioritizing, organizing, and time-management skills; ability to meet aggressive deadlines
- Utilizes all required and recommended FLVS computer applications
- Ability to learn and apply all required and recommended FLVS computer applications to create efficiency and consistency in internal workflows and instructional practices
- Demonstrated ability to successfully support the FLVS core competencies, values, and expectation for student-centered behaviors

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	CUSTOMER FOCUS <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
INTERPERSONAL SKILLS <i>Relates well with others; Treats others with respect; Shares</i>	FUNCTIONAL /TECHNICAL EXPERTISE <i>Has the skills, abilities, knowledge and experience to be</i>

<i>views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<i>successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>
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INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.