



Anna Maria College Off-Campus Federal Work Study Job Description

50 Sunset Ln.
Paxton, MA 01612

Name of Organization:	Elm Park Community School
Site Address:	23 N Ashland St. Worcester, MA 01609
AMC Supervisor:	Shelie Wells
Supervisor Preferred Contact Information:	swells@annamaria.edu
Position Title/Classification:	Tutor/Teacher's Assistant
Positions Available:	Varied; approximately 10-15/hours per week total
Hourly Wage:	\$16
Job Description:	Elm Park Community School is seeking tutors/teachers' assistants to provide additional classroom support and 1:1/small group tutoring.
Duties Performed:	Duties may include but are not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Assisting with classroom support/management <input type="checkbox"/> Transporting students from class to class <input type="checkbox"/> Providing teacher support for lesson planning/preparation <input type="checkbox"/> Individual tutoring <input type="checkbox"/> Small group tutoring
Specific Qualifications:	Applicants should have an interest in working with elementary-aged students from various backgrounds. Previous experience working with children preferred.
Hours/Week:	Approximately 10-15/hours per week total School hours are approximately 8am-2:30pm
Special Application Instructions:	Applicants who pass an initial screening with the AMC supervisor must interview with a staff member from Elm Park Community School. A CORI background check form must be completed with valid ID if you are a successful candidate.

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: