



Human Resources Vacancy Announcement

{INTERNAL/EXTERNAL OPPORTUNITY}

Job Title:	Substitute Project Excel Tutor	Reports To:	Project Excel Site Coordinator
Location:	Multiple Locations	Compensation:	Per Non-Union Salary Table
Length of Contract:	185 Days	Date of Posting:	12/12/2024
Start Date:	Upon hire	FSLA Status:	Non-Exempt
Equal Opportunity Employment Statement:	City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title II, Title VI & Title IX Coordinators: Darryl Segars 248-451-6802; Section 504 Coordinator: Yvette Williams,248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.		
Internal Posting URL:	https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46168		
Application Process:	Complete application procedure with Oakland Human Resources Consortium (OHRC) Online Employment Application Open Positions		
Job Description			
The general scope of responsibility of the Tutor is the daily operating of the extended day activities. To provide direction, leadership and supervision for all aspects of the activities described in the Project Excel grant application at a specific site location while ensuring that the goals and objectives of the program are aligned with the District’s curriculum and after-school programming requirements.			
Qualifications			
<ul style="list-style-type: none">● Must meet one of the following criteria:● (a) Bachelor’s or Associates degree or higher in child-related field● (b) Montessori credential with 12 semester hours in child-related field● (c) Valid Michigan school-age/youth development credential with 12 semester hours in child-related field● (d) Valid child development associate credential with 12 semester hours in child-related field● (e) Sixty semester hours with 12 semester hours in child-related field● (f) High school diploma/ GED with 6 semester hours in child-related field● Experiential background including college-level work and/or experience in education, child development/child psychology, recreation, social work, youth development, community organization, or another field relevant to work with students during out-of-school times.			



- Knowledge of basic computer operating systems/web base applications including EZ –Reports and Microsoft Office applications such as Word, Excel, Access, PowerPoint, Publisher.
- Upon hire, must complete blood borne pathogens training
- Upon hire, must show proof from the Family Independence Agency that they have not been placed on the central registry for substantial abuse or neglect.
- Upon hire, must have evidence free from communicable tuberculosis, verified within 2 years of employment.
- Upon Hire, must be certified in First Aid and CPR and show evidence of certification.



Clearances, Licenses or Certifications

- Criminal background check
- Drug screen

Essential Duties and Responsibilities

- Assist with distribution and supervision of meals;
- Assist with homework and leading tutoring sessions;
- Maintain student records.
- Assist in planning and implementing program launches, exhibits and any performances.
- Assist in maintaining policies and procedures regarding the discipline of students.

Other Duties

- Organizational Support – Follow policies and procedures; complete tasks correctly and on time; supports organization's goals and values; support affirmative action and respect diversity.
- Attendance/Punctuality – Is consistently at work and on time; arrive at meetings and appointments on time.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- Language Skills – Ability to read, analyze, and interpret written materials. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions.
- Mathematical Skills – Ability to calculate figures and amounts. Ability to do basic bookkeeping.
- Reasoning Ability – Ability to solve and deal with practical problems. Ability to interpret written and oral instructions. Ability to remain flexible and to cope with numerous interruptions.
- Computer Skills - To perform this job successfully, an individual should have knowledge of accounting software; database software; human resource systems; internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software.
- Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Knowledge, Skills, Abilities					
<ul style="list-style-type: none">● Interpersonal/communication skills● Ability to multi-task● Ability to work with minimal supervision● Leadership/supervisory skills● Team player● Creativity● Self-starter● Flexibility● Attention to detail			<ul style="list-style-type: none">● Ability to manage work pressures (e.g. deadlines)● Ability to work with distractions● Ability to work under pressure● Ability to meet deadlines● Problem-solving● Organizational skills● Research skills● Presentation skills● Ability to maintain confidentiality		
Communication Skills					
<ul style="list-style-type: none">● Must be able to work with multiple groups and leaders within the District					
Physical Activities/Requirements					
<ul style="list-style-type: none">● While performing the duties of this job, the employee is regularly required to sit and talk or hear.● The employee is frequently required to use hands to finger, handle, or feel.● The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.● The employee must occasionally lift and/or move up to 10 pounds.● Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.					
Approved By:	Interim Superintendent of Human Resources	Name:	Ashley Smith	Date:	12/11/2024
Last Updated By:	Talent Acquisition Coordinator	Name:	Regina Nicholas	Date:	12/12/2024