



# Internal Job Posting Announcement

**Date:** 01/08/2026  
**Program:** Education Center  
**Job Title:** Tutor or Certified Tutor  
**Location:** Hamblen County  
**FLSA Status:** Non-Exempt, Part-Time; 12 hours/week  
**Salary Grade:** Tutor- 14 (\$12.33/hr.) or Certified Tutor- 11A. (\$18.79/hr.)  
**Reports to:** Education Center Program Director

**POSITION SUMMARY:** Provides tutoring, enrichment activities and mentoring to students in afterschool program.

## **DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:**

- Implement reading/language arts and math enrichment lesson plans/activities
- Provide homework assistance
- Implement Attendance Works strategies
- Implement positive discipline strategies
- Implement social/emotional skill building activities, such as service learning and coaching
- Implement hands-on projects provided by community educators
- Implement health, nutrition, and fitness activities
- Follow posted schedule and lesson plan provided by the Site Coordinator
- Model appropriate positive behavior and attitudes toward learning, school, and in working and communicating positively with others
- Build positive family relationships
- Provide daily positive feedback to students
- Assess student progress
- Assist Site Coordinator as needed
- Provide continuous feedback of student's success/weakness to Site Coordinator throughout tutorial/parenting activities
- Collect data for evaluation as required by Site Coordinator
- Maintain current awareness in their field of expertise
- Work cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations
- Engage in professional development activities to increase knowledge base
- Perform all other duties as assigned

**WORK SITE:** Assigned School

**SUPERVISORY RESPONSIBILITIES:** Does not supervise anyone.

## **OTHER JOB RESPONSIBILITIES:**

- Must complete First Aid and CPR training and keep updated.
- Travel within the service area and to meetings is required.
- Must have valid Tennessee driver's license and proof of liability insurance on vehicle.
- Complies with all rules, policies, and procedures of the Agency.
- Maintains confidentiality of client and Agency information.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin,



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disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.

- This job may change at any time for any or no reason.

## **ROLE QUALIFICATIONS:**

### **Tutor- Education and Experience Requirements:**

- High School diploma or GED. Preference will be given to individuals holding an Associate's Degree and/or additional experience in working with students in an academic setting
- At least 2 years' experience tutoring or mentoring at-risk students and be at least 18 years of age or older.

### **Certified Tutor- Education and Experience Requirements:**

- Bachelor's degree in education and Teacher Certification required.
- A minimum of 2 years' experience working as a schoolteacher teaching assistant, or a similar role.

### **Other Knowledge, Skills, and Abilities:**

- Ability to foster a fun and safe classroom environment conducive to learning.
- Strong knowledge of child behavior and learning patterns.
- Ability to work with children and remain friendly, calm, and patient at all times.
- Excellent communication and interpersonal skills.
- Good analytical and problem-solving skills.
- Ability to set rules and guidelines for children to follow.
- Work cooperatively with a wide variety of community service providers in a manner which respects the capacity of all organizations.

## **WORKING CONDITIONS:**

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.

- While performing the duties of this job, the employee is regularly required to sit for extended periods; use hands and fingers, to handle or feel objects; and reach with hands and arms. The employee often is required to talk or hear. The employee is frequently required to stand; walk; and occasionally required to stoop or kneel. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The work environment requires the employee to work primarily inside, in temperature-controlled conditions. May be exposed to weather conditions outside with students. Some noise and interruptions are present

## **Equal Opportunity Employer**

**Application Deadline:** Until the position is filled.

**To Apply:** Send resume to Human Resources email: [jcody@douglascherokee.org](mailto:jcody@douglascherokee.org) or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.