

FEDERAL WORK STUDY PROGRAM

Financial Aid – Orrs Elementary School Tutor

Location: Orrs Elementary School, Griffin Monday -Friday 8:00 a.m. – 2:00 p.m.

Supervisor: Evelyn Jones Hourly Rate: $8.00

Under general supervision, provides assistance to students in grades Pre-K thru 5 at Orrs Elementary School. Assists students in one-on-one or in group settings with class assignments; assists students with reading, reading comprehension, sight words, letter and number identification, math skills, assists students with computer based and on-line activities; supervises students; assists with maintaining an orderly and clean environment in and around the classroom, performs other duties as necessary.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Early childhood education majors preferred, but not required; Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills.