

Pathways Service Learning Tutor Job Description

Federal Work Study

2025-2026

POSITION DESCRIPTION:

- Provide in-person support to students during their classes at our partner schools
 - Elementary - Early Literacy
 - Middle - Math, Science, Literacy
 - High - Math, Science
- Individual and small group tutoring in the classrooms.
- Use academic language to encourage students to complete assigned coursework.
- Ask clarifying questions.
- Promote a welcoming environment for students.
- Develop reciprocal positive relationships with the partner teacher, school administration.
- Follow classroom rules and instructions from the assigned partner teacher.
- Tutoring is a supplement to classroom teaching. Tutors are not expected to know everything about the subject they tutor.
- Tutors must follow the lead of the partner teacher.
- Follow all program procedures and school site requirements.

RESPONSIBILITIES:

- Commitment for the full semester with a minimum of 4 hours of tutoring per week and a maximum of 20 hours per week. Tutors have the flexibility to select an ideal schedule for their needs.
- Attend and actively participate in Monthly All Tutor Meetings.
- Be punctual for all scheduled tutoring sessions.
 - Notify the Pathways Office and your assigned teacher if you will be absent or late.
- Actively engage in the Pathways Homeroom including Modules and discussions.
- Check email and GroupMe daily. Respond within 48 hours.
- Complete and turn in all paperwork by deadlines including time sheets, student data forms, hiring, teacher evaluations, and tutor logs.
- Enter hours in PeopleSoft daily.
- Update Tutor Log the same day as the shift.
- Assist with program-specific events to outreach to students.
- Service-Learning Tutors enrolled in a course at SDSU complete the service portion of the course with our program to implement the action and reflection required in the service-learning curriculum.

SKILLS:

- Communication
- Time management
- Patience
- Active Listening
- Empathy
- Collaboration
- Flexibility

QUALIFICATIONS:

- Enrolled at San Diego State University, in good standing.
 - GPA of 2.5 or higher.
 - Hold a B average in subjects interested in tutoring.
- Have a strong desire to work with children and help them achieve academic success.
- Tutoring experience is a plus!
- Be professional and a good role model.

ASSIGNMENTS/PAY:

This position is paid through SDSU Financial Aid - Federal Work Study Funds. \$17.86/hr.

SDSU Students hired in this position must have Federal Work Study

Tutoring will be assigned according to student demand, school needs, and the tutor's availability.

- America Reads Federal Work Study - Elementary school placement focused on literacy
- America Counts Federal Work Study - Middle and High school placement focused on STEM subjects

Before starting in the classroom:

- Complete SDSU HR onboarding including LiveScan and background check
- Provide a copy of clear TB test, valid within 90 days
- Complete Pathways Homeroom modules in Canvas