



Grandville Avenue  
Arts & Humanities

## Contract Staff Position Description

<b>Position Title:</b>	Specialized Homework Help in Math and Science	<b>Direct Reports:</b>	None
<b>Location:</b>	Cook Library Center	<b>Classification:</b>	Contract Staff
<b>Reports To:</b>	Cook Library Center Program Manager	<b>Approved Date:</b>	1/14/2019

### Position Summary:

The Specialized Homework Help position is responsible for assisting students in homework help in various math and science subjects such as geometry, algebra, chemistry, and physics. This position ensures that program participants receive the help they need for academic growth and success.

### What is Cook Library After School (CLAS)?

The Cook Library After School program has three pillars: academic support, leadership development and parental support for students K-8 and their families. Through engaging science, art and career exploration activities, students will gain an understanding of their world and where they fit in it. This program is offered during the school year only in three sessions. Daily homework help is available during the school year.

### Program Goals:

#### Academic Support

- Students will receive academic support if needed by staff, and volunteers
- Staff will follow-up with students and parents to discuss academic progress and goal setting

#### Leadership Development:

- Students will develop leadership skills in a project-based environment
- Students will learn collaborative communication skills

#### Parental Support

- Parents will have an opportunity to access resources and training to assist in the success of their children's education
- Staff will solicit the feedback of parents for designing and improving programs and services for their children.

### Compensation and Schedule:

Contracted at \$30/hour for up to 6 hours per week during the GRPS school year.  
Must be available Wednesday and Thursday from 4-7pm

**Organizational Mission & Values:**

The mission of Grandville Avenue Arts & Humanities is to enrich the lives of neighborhood youth through diverse and engaging programs at the CAC and the Cook Library Center. GAAH's core belief is that integrity is the foundation upon which all values are built. The organizations other core values are:

- Diversity: We are an inclusive community that celebrates and respects the many cultures of the neighborhood.
- Excellence: We are a community with high expectations for our students, teachers, staff, and volunteers.
- Celebration: We are a joyous community that has a passion for the arts.
- Learning: We are a community of learners, always seeking ways for individuals to grow, create, and express themselves.
- Accountability: We are a committed community that uses all resources wisely.
- Collaboration: We are builders of partnerships both within the neighborhood and in the broader community.
- Safe Haven: We are a community that provides a safe and welcome haven for all who come.

**Essential Skills and Responsibilities:**

1. Proficiency in higher level math and science subjects and the ability to break concepts down so students understand.
2. Communicates effectively with students and parents.
3. Manages the learning environment, assists students in resolving conflict.
4. Utilizes tools to effectively instruct students and parents to complete homework and provides additional materials to reinforce learning.
5. Assists the Academic Coordinator with collecting data on attendance, homework completion and notes on student academic and social emotional progress.
6. Works collaboratively with other GAAH staff to ensure Cook Library Center students and families have a safe space and a positive experience.
7. Assists with Cook Library Center program evaluation processes and improvement plans.
8. Able to work evening hours.

**Non-Essential Responsibilities:**

1. Occasionally assist in homework help that is not math or science related.
2. Other duties as assigned.

**Requirements:**

1. Must be age 18 or older.
2. Experience working in community settings with students, children, and families.
3. Experience working with diverse cultures, backgrounds, learning differences, and socio-economic statuses.

**Other Knowledge, Skills & Abilities:**

1. Excellent problem solving and decision making skills with the ability to address conflict directly and utilize resources effectively to solve logistical and operational issues.
2. Effective written, oral communication, and organizational skills in English and Spanish.
3. Ability to make decisions on a case-by-case basis drawing on emotional, behavioral, and procedural understanding of student population.

**Please address resumes and all inquiries to Sue Garza at [sgarza@gaah.org](mailto:sgarza@gaah.org). We will be accepting resumes until the position is filled.**