

## **SEATTLE MESA TUTOR TRAINING INSTRUCTOR**

The Seattle MESA program is hiring a part-time lecturer to begin April 2014 as the instructor for our tutor training program. The position will part-time each quarter of the academic year, excluding summer terms. Please contact [tutorseattlemesa@gmail.com](mailto:tutorseattlemesa@gmail.com) with questions and application materials. Applicants should send the name of three references, resume and a cover letter that describes teaching philosophy and experience, STEM credentials and experience and commitment to working with diverse student populations. Applications will be reviewed on a rolling basis until the position is filled.

### **Seattle MESA Program Description**

Seattle MESA is working with the Seattle Public Schools to provide tutoring in math and high school students in the MESA program, with a goal of expansion into middle school math, and middle and high school science over the next few years.

The Seattle MESA Tutor Training Program focuses on training our tutors in the following three areas:

- Subject area competency.
- Tutoring and pedagogy skills.
- Cultural competency and bias training.

Our training program is designed to prepare UW graduate and undergraduate students to work one-on-one and in small groups with an emphasis on middle and high school students from at-risk and economically disadvantaged communities, including under-represented groups. All Seattle MESA Tutors are trained as STEM tutors through our training program as follows:

- Complete a Seattle MESA STEM Tutor Training workshop.
- Attend a weekly seminar during their first quarter of tutoring.
- Tutor students once a week on site at a partner school.
- Complete and pass the appropriate subject area tests equivalent to the end of course exams from the Seattle Public Schools.
- Complete a background check through the Seattle Public Schools and the University of Washington.

The Tutor Training Instructor will work with the Seattle MESA Team to train and support a cohort of trained tutors. Our tutors work with students from local Seattle public schools. The Seattle MESA Director identifies Seattle Public schools and contacts within the school. The MESA Senior Coordinator serves as the MESA point of contact to the school and directs our tutee recruitment and scheduling. The Senior Coordinator collaborates with the Tutoring Instructor schedule tutors during tutoring times and class observation periods. The Instructor is responsible for teaching the tutor training courses, supporting tutors and managing tutor recruitment logistics and emails.

**Duties, Responsibilities and Schedule**

- Facilitate 6-8 hour in class basic skills tutor training workshop (1-credit course) during spring and fall quarters (3/year)
- Facilitate weekly intro tutoring seminar (2-credit course) fall and winter quarters
- Facilitate advanced tutor training seminar (2-credit course) for returning tutors fall quarter
- Facilitate the tutoring practicum (1-credit course) each quarter using online tools, one on one meetings and site visits.
- Execute seminar and workshop evaluation and analysis
- Update and organize workshop and seminar lessons plans, materials, course website and emails
- Use experience and evaluation results to propose changes to course content and structure to Tutor Training Program Director
- Assist the Tutor Training Program Director with program development, evaluation and course improvements
- Edit and update course website with help from Lead Tutor
- Create and update subject areas proficiency tests and answer keys with in collaboration with SPS Curriculum Specialist and Tutor Training Program Director
- Administer and grade subject area tests for tutors
- Manage tutoring related emails, tutor recruitment and course registration
- Collaborate with the Seattle MESA Senior Coordinator to manage class and tutoring logistics

**Required experience and qualities**

- Ability and experience working with a team. The SMESA instructor will work with SMESA team to deliver the tutoring program workshops and courses and be the primary contact for the SMESA tutors.
- Experience teaching small discussion based classes
- Excellent facilitation skills
- Experience with high school teaching, tutoring and mentoring individual students
- Science and math background or teaching experience is desired
- Demonstrated knowledge of and experience with diversity and inclusiveness; able to work with and facilitate conversation amongst diverse groups of tutors and students.
- Demonstrated experience with under-represented minority (URM) students
- Ability to be self-motivated and work independently
- Strong organizational skills