

JOB SUMMARY: Student Spanish Tutors assist other students individually or in small groups and help them improve their Spanish skills. These instructors perform activities like monitoring student progress, identifying areas needing improvement, helping with understanding and preparing students for tests.

Spanish Student Tutors Qualifications

After-school tutors must possess a passion for helping students learn and have the knowledge and skills to help students find new ways to look at difficult skills and concepts. As a tutor, you must have patience, as many students you work with will have trouble understanding the content you are trying to help them with. You must also have a positive attitude and know ways to motivate students when they become frustrated by material they do not understand.

- **Spanish Grammar** – Spanish tutors have strong Spanish proficiency for level needed and a great understanding of Spanish Grammar components.
- **Communication skills** – Spanish tutors use excellent verbal communication skills to simplify complex topics so they're easier for students to understand.
- **Time management** – Spanish tutors use good time management skills to cover specific subject matter with students within an allotted amount of time.
- **Interpersonal skills** – Spanish tutors interact with students of all ages and levels of learning, and find ways to help them grasp grammar and vocabulary concepts, which requires good interpersonal skills.

Spanish Tutor Responsibilities and Duties

As an after-school tutor, your main responsibility is to support the process of the students learning of content as instructed by their teacher, explain how to understand skills in their area of weakness, and review content with them. A tutor may also help students develop study skills and organization techniques to help improve their academic performance. Spanish tutors assist students with grammar, vocabulary,, and pronunciation to assist them in foreign language understanding. This may be done in a one-on-one or group setting. Tutors will report on students and share those reports with supervisors at the end of each session. In addition to the academic component, tutors offer encouragement and support to keep students motivated and ready to learn and are serving as a role model to the student.

- Handle skill based tutoring in Spanish 1 and 2.
- Evaluate students to measure skill progression and determine improvement areas.
- Support students to develop and meet academic goals.
- Help students to prepare for tests.
- Record and report student progress.
- Tutoring will be completed on weekdays during the regular school year, between the hours of 3 p.m. and 5 p.m. You will be scheduled for a block of 1 hour during your scheduled day.