



## **Seattle Preparatory School Learning Resource Center Tutor**

*Position Announcement for 2021-2022 school year*

### **School Mission and Description:**

Seattle Preparatory School is a Catholic, Jesuit college preparatory school with an enrollment of 785 students. Seattle Prep is guided by its mission statement: *We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.* Located in the North Capitol Hill neighborhood of Seattle, Seattle Prep seeks qualified professionals who wish to partner with us in our mission of developing “men and women for others.”

### **Regina Melonson Learning Resource Center (LRC) Mission:**

As a Catholic, Jesuit, institution, Seattle Preparatory School is deeply committed to creating a supportive, inclusive academic environment. The LRC seeks to ensure that our students have full and equal access to our educational and co-curricular programs. We do so by providing services and accommodations for students with diagnosed learning differences.

### **Job Description:**

We are seeking a part-time, on-campus, Tutor in the Regina Melonson Learning Resource Center for the 2021-22 academic year.

### **Essential Functions:**

- Provide academic tutoring in math and science, and other areas as requested.
- Provide executive function and study skill coaching
- Administer and proctor exams, including semester finals and standardized tests, as requested
- Attend all relevant faculty meetings and professional development opportunities as requested

### **Minimum Qualifications:**

- Bachelor’s Degree in a related field
- Broad tutoring experience at the high school level
- Excellent oral and written communication skills
- Proficiency in Microsoft Word, Outlook, and OneNote
- Demonstrated experience collaborating with colleagues
- Excellent interpersonal skills

**Preferred Qualifications:**

- Experience teaching and/or tutoring students in Math and Science
- Previous experience working with students with special learning needs
- Coursework in Special Education

**Terms of Employment:**

1. Annual contract
2. Non-Exempt position
3. Hours: 7 - 8 per week
4. Location: Seattle Preparatory School
5. Submission of proof of COVID-19 vaccination or medical exemption
6. Seattle Prep offers highly competitive compensation commensurate with background and experience

**Application Process:**

If you are interested in applying for this position, please send a cover letter and resume to Dr. Regina Melonson at [rmelonson@seaprep.org](mailto:rmelonson@seaprep.org) or 2400 11<sup>th</sup> Ave E. Seattle, WA, 98102. Applications will be accepted until the position is filled. Individuals with diverse backgrounds are encouraged to apply.

*Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs.*