



HOMEWORK HELP | TUTORING | READING | TEACHERS

Tutors for Homework Hotline – SCS

Position: Hotline Tutors for 2020-21 school year

Job type: Part-time

Compensation: \$25 per hour

Hours: 3pm-7pm or 4pm-8pm Monday-Thursday evenings only, school year only (Time may change dependent on teaching hours, will remain “after school”)

Location: Parent Resource Center (2687 Avery Avenue)

Website: <http://www.homeworkhotline.info>

Position Description:

Hotline is seeking CERTIFIED SCS teachers who can come to the Hotline office at least one night per week during the school year to offer tutoring by phone and online chat. Hotline is currently only hiring for the following specialties:

- High School (all subjects especially math, physics, science)
- If you are a teacher who speaks a language other than English

Note: Math teachers will be given preference due to the high volume of math calls. Hotline is also seeking Spanish and Arabic speaking teachers.

Requirements:

- Possess current teacher CERTIFICATION for Tennessee
- Work at least one consistent night a week for a 4-hour shift (Monday through Thursday during the school year only)
- Be able to tutor ALL subjects K-5 (Hotline administered K-5 assessments must be passed with 90%+)
- High comfort with technology

Responsibilities:

- Log on and be present during the 4-hour shift
- Answer calls promptly
- Provide reliable support to callers over the phone or online without giving answers
- Keep an accurate record of calls in Hotline's database
- Show respect, patience, and kindness to all callers and fellow staff members
- Be able to work in an environment that values diversity

****Please do not send us a resume if you are not a CERTIFIED teacher with a bachelor's degree or higher and an active Tennessee license****

Contact Information and Procedure:

If interested, please email a resume to Homework Hotline at adamsm@homeworkhotline.info.

If you are contacted for an interview, please be prepared to take and pass a K-5 ELA skills test and a K-5 math skills test that will guarantee that you can tutor K-5 students in those subjects.