



theQUAD
MANHATTAN

Contact: ashley@thequadmanhattan.com

The Quad Manhattan After School & Summer Program **Reading & Writing Tutor**

Position Description

Tutors at The Quad Manhattan Summer Program are trained by highly developed experts in the fields of education and psychology through the spring session leading to a rewarding and fun summer with twice-exceptional students. Only teachers with special education, gifted education, plus content specific certification may apply. Tutors plan and implement individualized academic-skill based lessons for 1-3 hours per day that are adapted to meet the interests and needs of each camper. All tutoring is conducted 1:1 within the camp site or at a camper's home. All applicants must be available for at least one hour per week. There will be a few flexible training sessions before camp to prepare lessons and create materials, and part-time day and evening training in the two weeks prior to camp start.

Responsibilities

- Plan and implement academic skill building lessons for your student(s)
- Participate in mandatory training and supervision on an ongoing basis.
- Attend regular supervision with camp director or managing director for curriculum development
- Set up classroom
- Keep a record of supplies purchased (after prior approval from the camp director, within the budget provided by the camp director) for tutoring sessions and return to camp director
- Check in student(s) daily, keeping a record of daily attendance of students
- Maintain relationships with parents by writing a weekly take-home newsletter for parents that includes the techniques learned in tutoring that can be modified for home with specific instructions to help parents outside of camp. This is due to the camp director within 48 hours of the session and may also be shared with the child's teachers each week.
- Review and become extremely familiar with all student record paperwork and releases prior to the start of tutoring.
- Plan and implement at least one mid-summer parent teacher conference to present student findings and achievements.
- Communicate with all families, providers, and staff via The Quad Manhattan email address ONLY

Qualifications

- Orton Gillingham Certification
- Bachelor or Master's Degree in Literacy, English, or other related field
- Teaching Certification (current) in special education and a primary area of study (childhood, English, humanities, etc.)
- At least 2 years teaching experience
- At least 1 year experience with twice-exceptional education
- Enthusiasm for learning and twice-exceptionality
- Leadership experience
- Preferred: experience with twice-exceptional learners, gifted learners, psychology, and/or special education background
- Positive, can-do attitude
- Strong problem solving and organizational skills
- Flexibility

Dates & Compensation

- Must be able to work **July 7, 2025 through August 15, 2025 from 3:00 PM to 5:00pm**. Please do not apply if you cannot commit to work at least one hour for six weeks. No exceptions can be made.
- Hourly rate starting at \$80.00 paid upon the 1st and 15th of each month
- Employees must track their own hours via timesheet or Clockify, then submit to supervisor according to pay schedule

Teaching Supervisor

Ashley Riviere

Managing Director, The Quad Manhattan

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