



**Job Title:** ACE High Impact Tutor (HIT)  
**Reports To:** Academic Impact Specialist  
**Location:** Various  
**Type:** Part-time  
**Duty Days:** Hourly  
**Overtime Status:** Non-exempt  
**Pay Grade:** \$25 per hour  
**Date Revised:** 8/1/2023

**Primary Purpose:**

The Afterschool Centers on Education (ACE) High Impact Tutor reports to the Academic Impact Specialist and is responsible for providing high impact tutoring and instruction to students participating in the ACE program. This is a Federal funded program.

**Qualifications:**

**Minimum Education/Certification:**

- Bachelor's Degree or High School Diploma and currently pursuing a Bachelor's Degree, preferably in Education, Social Work, or a related field.
- Relevant teaching experience working with elementary or secondary students in an academic or enrichment program.

**Special Knowledge/Skills:**

- Experience with best practice instructional strategies among core content areas: Science, Math, Reading, Social Studies.
- Strong organizational, communication, and interpersonal skills required.
- Strong computer skills required, ability to integrate technology into instructional strategies.
- Ability to read and understand the ACE grant and participate in implementation and continuous program improvements.
- Ability to work in a fast paced, fast changing environment and be multi-tasked oriented.
- Demonstrates commitment to the values of diversity, equity, inclusiveness, and empowerment.
- Exhibit a commitment towards the Communities In Schools of North Texas' mission.

**Major Responsibilities and Duties:**

The individual is responsible for providing high impact tutoring (HIT) to 3 to 4 groups of students in the ACE Program 4 to 5 days a week for 2 hours each day. The individual will utilize a Texas Education Agency (TEA) approved platform for delivering engaging and high-quality tutoring and complete weekly student attendance logs.

**Supervisory Duties: NA**

**Working Conditions:**

- Consistent daily attendance.
- Mental demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.

- Moderate standing, stooping, bending, and lifting.
- Work with frequent interruptions



The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Continuation of position is contingent upon funding.**