



## North Coast Cal-SOAP Academic & College Access Tutor Job Description

6-20 hours per week  
\$13.00/hr.

### **Background:**

The California Student Opportunity and Access Program (Cal-SOAP) is a post-secondary information, academic enrichment, and outreach program with the goal of increasing the accessibility of post-secondary educational opportunities for low-income and underrepresented middle and high school students.

### **Job Description:**

Under the supervision of the College & Career Service Technicians, Cal-SOAP Academic & College Access Tutors work with students in classrooms, group meeting settings, after school centers, in workshops, and through program supported virtual technologies to provide academic and college access information and encouragement necessary for students to enter the college or training program of their choice. The goals of academic tutoring include supporting student comprehension of academic concepts, providing encouragement, and promoting independence in learning. Tutors are primarily placed in English, mathematics, and AVID classes to assist in increasing students' understanding, confidence and achievement in these subject areas. This is a professional development program, trainings will be provided in policies and procedures, communication techniques, tutoring techniques, professionalism, self-care, skills development and more. Upon completion of the program all new tutors will earn a CRLA Advanced Tutor certification, and all returning tutors will earn a CRLA Master Tutor certification. Tutor placements are at school sites located in McKinleyville, Arcata, Blue Lake, Eureka, Ferndale, Fortuna, and Crescent City.

### **Duties include:**

In addition to providing consistent academic tutoring to assigned Cal-SOAP students in accordance with proper tutor training guidelines and methods, the Academic & College Access Tutor may perform any combination of the following duties:

- Motivate students to consider post-secondary educational opportunities
- Discuss the nature of the collegiate experience with students
- Assist students in planning their high school careers for college eligibility
- Help students research and discover their career and college interests and options
- Instruct students and parents on how to complete college and financial aid applications
- Discuss educational opportunities with students and their parents, when appropriate
- Attend and assist in additional college-related events in the community

**Expectations:**

- Participation in mandatory training sessions (held on Saturdays)
- Check email daily and promptly respond to Cal-SOAP Technicians' requests for communication
- Document daily contacts with students
- Communicate with school staff and adhere to school regulations
- Participate in college tours, career fairs and other activities
- Be a proactive, positive, cooperative, and productive team member
- Exhibit a dependable and consistent work ethic

**Qualifications:**

- Have completed at least one semester of college
- Be enrolled at least half time in a college or other post-secondary school as an undergraduate or graduate student (half time is 6 units for undergraduate and 3 units for graduate, per semester.)
- Have financial need as determined by the Free Application for Federal Student Aid (FAFSA).
- Interest in, or experience working with students
- Ability and desire to be a positive role model
- Strong communication skills
- Reliable transportation
- A record of dependable work attendance
- Strengths preferred: Algebra and Geometry, or higher math

This is a temporary position for the K-12 school year. Continuation of this position is contingent on funding. Tutors may re-apply to work for Cal-SOAP each school year, pending successful evaluations. Tutors may be eligible to receive work experience or internship credit through their college.

**Mandatory Tutor Trainings:**

**9 am – 5 pm in Eureka, Saturdays: 9/7/19, 9/28/19, 10/19/19, 2/1/20, 3/7/20, 3/28/20**

***Submit Application, Resume, Unofficial Transcript, Current School Schedule, and Copy of your most current Student Aid Report (SAR) to:***

***Humboldt County Office of Education  
North Coast Cal-SOAP  
901 Myrtle Avenue  
Eureka, CA 95501-1219***

***T: 707-441-2006    F: 707-445-7143  
elanning@hcoe.org***

*Note: Applications are available at Humboldt State University Career Center, College of the Redwoods (CR) Career Center, all CR branch campuses, or by contacting the North Coast Cal-SOAP office*



## Academic & College Access Tutor Application

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Preferred Method of Communication? \_\_\_\_\_

Are you available to work for the entire public school year through mid-June?  Yes  No  
If not, what date can you work until? \_\_\_\_\_

Are you able to attend the mandatory Saturday trainings (see Job Description for dates)?  Yes  No

Are you also applying to have Cal-SOAP hours fulfill an internship requirement?  Yes  No

School you will be enrolled in 2019-2020:  CR  HSU  Other \_\_\_\_\_

College Major: \_\_\_\_\_ Career Goal: \_\_\_\_\_

How many units will you be taking? \_\_\_\_\_ Current GPA: \_\_\_\_\_

Expected Graduation or Transfer date (semester/year; grad or transfer): \_\_\_\_\_

**Availability: Please specify the days and hours you are available to work.**

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

How many hours per week do you prefer to work (between 6 and 20)? \_\_\_\_\_

**School Site Location for Tutoring:** (Check preferred work locations)

Crescent City  McKinleyville  Arcata  Blue Lake  Eureka  Fortuna  Ferndale

What is your main form of transportation?  Personal Vehicle  Bike  Bus

With what age group would you prefer to work?  Middle School  High School  No preference

Why are you interested in working for Cal-SOAP?

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**Education Summary:**

School or Institution	Name & Location	Years Completed & Date	Did you graduate?	Course of Study	Degree or Certificate
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	NA	
Junior College (if applicable)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Trade School, Military			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Subject	Grade Received (High school or College)	Tutoring Ability and/or Comments (Please check whether you are comfortable or not comfortable tutoring each subject)
Pre-Algebra		<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Algebra I		<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Geometry		<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Algebra II		<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Trigonometry		<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Calculus		<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
English:		<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Spelling	NA	<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Grammar	NA	<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Composition	NA	<input type="checkbox"/> Comfortable <input type="checkbox"/> Not Comfortable Comments:
Sciences		List courses taken:

List the highest course you have completed for the following subjects:

Math: \_\_\_\_\_ English: \_\_\_\_\_

**List all languages you can speak or write fluently other than English:** \_\_\_\_\_

**List other volunteer and/or extra-curricular activities/clubs/sports you are currently involved in:**

\_\_\_\_\_

\_\_\_\_\_

**Previous Employment:** List your four most recent jobs, beginning with your current or most recent job(s).

Employer Name and Address:	Job Title:	Start Date	Reason for Leaving:
Supervisor's Name/ Phone number: May we contact this employer?	Job Duties:	End Date	
		# of weekly hours	

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Supervisor's Name/ Phone number: May we contact this employer?	Job Duties:	End Date	
		# of weekly hours	

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Employer Name and Address:	Job Title:	Start Date	Reason for Leaving:
Supervisor's Name/ Phone number: May we contact this employer?	Job Duties:	End Date	
		# of weekly hours	

**Professional References:** Please list two *professional references* who can comment on your *dependability and work performance*. Do not include friends/relatives. If using faculty, we must have home telephone numbers.

<u>Name</u>	<u>Business/Title</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____

**How did you hear about Cal-SOAP? (Please check one or more below):**

HCOE Web Listing     Craigslist     Career Center     HSU Job Fair     Flyer     Friend

Other: \_\_\_\_\_

Please note that all employees are required to be tested for tuberculosis, present evidence of freedom from the disease, and be fingerprinted. Employees must have fingerprint clearance before working in the schools.

I certify that I meet all the minimum requirements as specified in the position announcement and/or job description and that all information contained in this application and in the supplementary material filed with it is true and accurate. I authorize the contact of any present or former employer to verify any information pertaining to this application and I release from liability any persons or other organizations furnishing such information. I understand that any false statements or omissions of material facts on the application will subject me to disqualification from the application process or dismissal if employed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Please mark that each of these documents are included:**

- RESUME
- UNOFFICIAL COLLEGE TRANSCRIPT
- COPY OF FAFSA STUDENT AID REPORT (SAR)
- COPY OF CURRENT SCHOOL SCHEDULE

**Return Completed Application Packet to:**

Cal-SOAP ♦ Humboldt County Office of Education ♦ 901 Myrtle Avenue ♦ Eureka, CA 95501  
Telephone: (707) 441-2006 ♦ Fax: (707) 445-7180  
E-mail: elanning@hcoe.org