

## Math & Reading Tutors Needed

**Job Titles:** Math / Reading Tutor

**Locations:** Various in La Pine

**Type:** Part Time (2 hrs daily M-Th)

**Position summary:**

Reading and Math Tutors assist in the development and implementation of literacy, mathematic academic support and enrichment activities for *middle school* and *high school* students. Activities will promote positive youth development, leadership and love of learning. Staff members will act as mentors and model pro-social and leadership behaviors for participating students as one method of promoting a safe, consistent, nurturing and positive program. Staff members must be willing to act as an effective member of a team. Strong interpersonal and problem solving skills, flexibility and an ability to conduct interactions professionally and courteously are a must.

**Major Responsibilities include but are not limited to the following:**

- Develop a familiarity with OAKS testing and current curriculum offered to students to enrich academic performance
- Communicate and plan with the Community Schools Coordinator and district math teachers to identify specific goals for students referred to program.
- Use various strategies to teach student skills and broaden understanding
- Work with teachers to identify problem areas and implement appropriate action
- Track and report student progress to school staff and Community Schools Coordinator
- Comply with mandatory child safety reporting standards
- Pass mandatory school district background check

**Experience and Qualification Requirements:**

- Bachelor's degree preferred, Minimum of 2 years post-secondary education required with strong emphasis on mathematics preferred.
- Ability to take direction and give direction
- Experience working with youth and diversity
- Willing to take initiative
- Firm understanding of beginner to advanced mathematics
- CPR / First Aid certification

**Additional Information:**

- Salary Range: \$15-\$18 per hr. minimum DOQ
- Position Posted 9/01/2011
- Program Run Date: September 26, 2011-June 1, 2012
- Instruction time M-Th 4:00-5:30
- Positions Open until filled

**Job Announcement:** Math & Reading Tutor

The La Pine Park & Recreation District has an exciting opportunity for a couple of well-qualified individuals to tutor middle school and high school students in math and reading as part of our Community School Program. Working closely with the Community School & Summer Program Coordinator and the Bend La Pine District Schools you will reach out to students who have been identified and referred for assistance with math and reading. For more information, to download an application and to review the complete job description please visit: [www.lapineparks.org](http://www.lapineparks.org) under employment.

- How to Apply:**
1. Download and complete application found under Employment Opportunities link on website
  2. Submit the following:
    - a. Community School Tutor Application
    - b. Current Resume with prior work experience
    - c. List of strengths relevant to stated position

*Mail your packet to:*

Lynn Buck  
Community Schools Program  
La Pine Park & Recreation District  
PO Box 664  
La Pine, OR 97739

**OR**

Email your application in PDF format to:

[Lynn.buck@lapineparks.org](mailto:Lynn.buck@lapineparks.org)

- Term:** September 26, 2011- June1, 2012
- Salary:** \$15<sup>00</sup>-\$18<sup>00</sup> hour depending on qualifications and experience
- Closing Date:** *Open until filled*
- Questions:** Lynn Buck,  
Community School and Summer Program Coordinator  
541.536.2223  
[lynn.buck@lapineparks.org](mailto:lynn.buck@lapineparks.org)





## Employment Application

Application Date: \_\_\_\_\_

| <b>Personal Information</b>  |   |         |       |
|--|---|---------|-------|
| Name   | Last:   | First:  | MI:   |
| Street Address   |   |         |       |
| City, State, Zip   |   |         |       |
| Phone Numbers  | Home:   | Work:   | Cell: |
| Driver's License #   | State:  | Number: |       |
| E-mail Address   | Email:  |         |       |
| <b>Position Applying For:</b>  |   |         |       |
| List all states you've resided in during the past five years:  |   |         |       |
| Have you ever worked or attended school under any other name?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes please list all other names used:   |         |       |
| Have you ever been convicted of a crime?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If yes, please attach a statement giving a full explanation. (Exclude those cases contained within expunged juvenile record and minor traffic violations.) |         |       |
| Have you ever been arrested for a crime, which there has not yet been an acquittal or dismissal?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |         |       |
| <b>Agreement and Signature</b> <i>(Read the following before you sign)</i>   |   |         |       |
| <p>* <i>La Pine Park &amp; Recreation District</i>, all prospective employees and volunteers will be subject to a criminal history check. This check is confidential and open to explanations. By signing on the line below, you are both authorizing this background check and confirming that all information listed above are valid and truthful to the best of your knowledge. The check will be made annually unless it is deemed necessary by the district to complete one more often.</p> <p>* By submitting this application, I affirm that the facts set forth in it are true and complete. <b><i>I understand that if I am accepted as a staff member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.</i></b></p> <p>* I consent to the release of information about my ability and fitness for service as a <i>La Pine Park &amp; Recreation District</i> staff member by my workplace, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of <i>La Pine Park &amp; Recreation District</i>.</p> |   |         |       |
| Name (printed)   |   |         |       |
| Signature  |   |         |       |
| Date   |   |         |       |

**Submit completed application to:**  
**La Pine Park & Recreation District**  
**PO Box 664**  
**La Pine, OR 97739**



## Employment Data

|  |                                      |                                      |
|--|--------------------------------------|--------------------------------------|
| <b>Dates Employed</b> (from most recent position)<br><b>From:</b> _____ <b>To:</b> _____ | <b>Position Title</b>                | <b>Years in Position</b>             |
| <b>Starting Salary</b>   | <b>Organization Name and Address</b> |                                      |
| <b>Final Salary</b>  |                                      |                                      |
| <b>Immediate Supervisor Name, Title and Phone #</b>                                      |                                      | <b>OK to Contact?</b><br>Yes      No |
| <b>Description of Position</b>   |                                      |                                      |
| <b>Reason for Leaving</b>  |                                      |                                      |
|  |                                      |                                      |
| <b>Dates Employed</b> (from most recent position)<br><b>From:</b> _____ <b>To:</b> _____ | <b>Position Title</b>                | <b>Years in Position</b>             |
| <b>Starting Salary</b>   | <b>Organization Name and Address</b> |                                      |
| <b>Final Salary</b>  |                                      |                                      |
| <b>Immediate Supervisor Name, Title and Phone #</b>                                      |                                      | <b>OK to Contact?</b><br>Yes      No |
| <b>Description of Position</b>   |                                      |                                      |
| <b>Reason for Leaving</b>  |                                      |                                      |
|  |                                      |                                      |
| <b>Dates Employed</b> (from most recent position)<br><b>From:</b> _____ <b>To:</b> _____ | <b>Position Title</b>                | <b>Years in Position</b>             |
| <b>Starting Salary</b>   | <b>Organization Name and Address</b> |                                      |
| <b>Final Salary</b>  |                                      |                                      |
| <b>Immediate Supervisor Name, Title and Phone #</b>                                      |                                      | <b>OK to Contact?</b><br>Yes      No |
| <b>Description of Position</b>   |                                      |                                      |
| <b>Reason for Leaving</b>  |                                      |                                      |



## Education

| Name of School | City / State | Did you Graduate?   | If No, # of years left to graduate | If Yes, date of graduation | Degree Received / Major |
|----------------|--------------|---|------------------------------------|----------------------------|-------------------------|
| High School:   |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                            |                         |
| GED:           |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                            |                         |
| Other School   |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                            |                         |
| College:       |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                            |                         |
| College:       |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                            |                         |

## Additional Education or Applicable Training Programs

(List most recent first)

| Name of Course / Program | Description of Course / Program | Year Completed |
|--------------------------|---------------------------------|----------------|
|                          |                                 |                |
|                          |                                 |                |
|                          |                                 |                |

## Personal / Professional References

(References aged 18 and older)

| Name | Relationship | Phone Number |
|------|--------------|--------------|
|      |              |              |
|      |              |              |
|      |              |              |
|      |              |              |



**Supplemental Questions:**

What interests you about this position?

How do you feel your experiences have prepared you for the position applied for as indicated in the job description?

Give an example of a how you would resolve tension issues between teens in a classroom.

Do you affirm that all of the information contained in this application is correct?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Applicants may submit a resume and other materials to attach to this application, but no more than a total of 5 additional pages. Be advised that all materials will become the property of the La Pine Park and Recreation District and will not be returned to the applicant.*