



ALMA PUBLIC SCHOOLS
Job Posting

POSITION: After School Tutoring Lead Teacher – (2 positions) – Grant funded

After School Teaching Assistant – (2 positions)

LOCATION: Tutoring Center at Alma High School

REPORTS TO: Dan Falor, Principal

REQUIRED QUALIFICATIONS:

Degree/Certification:

A Bachelor's Degree is required for the After School Tutoring Lead Teacher positions. A strong knowledge and ability to teach high school academics is required for the After School Teaching Assistants.

Job Scope: The Lead Teachers will oversee after school tutoring sessions/activities for APS high school students and the Teaching Assistants will assist with learning activities, under the supervision of the Lead Teachers.

Job Requirements, Knowledge, and Skills:

A successful candidate will be able to:

- Will provide support for student test preparation
- Maintain a learning environment to encourage students' successful completion of activities that will guide them toward content mastery.
- Will provide support for student completion of coursework/mastery assignments.
- Will be familiar with site guidelines and student guidelines and enforce rules as needed.
- Will perform other duties as assigned.

WORK SCHEDULE:

Monday thru Thursday 3:30 pm – 6:30 pm until the end of the 2023-24 school year (please see attached calendar)

COMPENSATION:

\$25/hour for the After School Tutoring Lead Teacher positions

\$15/hour for the After School Teaching Assistant positions

BEGINNING DATE:

February 5, 2024 – June 4, 2024

APPLICATION: Interested persons should send materials to Yvonne Neyer, Human Resource Director, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

DATE OF POSTING: January 19, 2024

DEADLINE DATE: January 26, 2024

Stacey Luberta-Criner, Superintendent

ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

2023 – 2024 Academic Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Notes						

Total Days:

Employee Signature:

Supervisor Signature: