



## CCA Tutor Job Description-

The role of a Concordia Classical Academy tutor consists of leading students and supporting parents by teaching two days a week according to the Classical Latin Association training provided, and overseeing mastery of subjects and growth of Christian character.

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- **Hours:** Monday and Thursday, 7:45am-3:30pm, 34 school weeks
  - **Pay:** \$22.00 per hour
  - **Training:** 2-3 days in Louisville KY or online- expenses paid, curriculum provided
  - **Provided:** 45 min-1 hour paid planning period and 2 paid days off (for full time tutors)
  - **Required Agreements:** 1099 contracted tutor, CCA Tutor Dress Code, Statement of Faith (Apostles Creed) and CCA Code of Conduct

### Job Details:

- Lead classroom and inspire students to the virtues of Christ, adhere to the the high calling of a classical education and the CCA Student Code of Conduct as guided by the CLSA training overseen by Concordia's Director
- Provide instructional level teaching of lessons by implementation of curriculum in classroom
- Executing organized and creative classroom management
- 3rd through 12th grade tutors enter assignments into the homework online generator
- 7th through 12th grade tutors assign and enter grades into the online generator
- Grade and assess student's work promptly and communicate academic struggle and successes in a timely manner with director and parents
- Communicate class updates with parents to provide glimpses into the life of the class
- Lead students in 2 parent night presentations per year
- Work well with other tutors in classrooms, meetings, lunch, recess, etc
- Welcome regular classroom observance by the Director in order to provide continued job training with the goals of the CLSA classroom guidelines as provided during training

### Job Requirements:

- High school diploma
- Experience in a classroom or homeschool setting is helpful, but not required
- Teacher training through the Classical Latin School Association (provided upon hiring)
- Be a participant in a local Christian faith community
- Job resume and two references required to apply

[Please Apply Here](#) or Email [hello@concordiaclassical.com](mailto:hello@concordiaclassical.com)