

LEARNING SPECIALIST/EDUCATIONAL THERAPIST/ACADEMIC TUTOR

QWERTY Education Services, a private practice of professionals offering expert individual tutoring, educational evaluation, and guidance to students of all ages and their families, is looking for a Learning Specialist or Educational Therapist to join us on a part-time basis in our Menlo Park office as a Core Service educator/tutor:

<http://www.qwertyed.com/tutoring/core-services-tutoring/>

This is a rare, excellent opportunity for an experienced teacher to become part of a well-established professional practice. In particular, we are especially interested in finding a qualified individual that is knowledgeable and experienced in working with students that struggle with Executive Functions deficits.

A one-year commitment is expected at a minimum, and a long-term commitment is our goal.

About Us

Our staff includes a variety of specialists from the fields of learning disabilities, educational psychology, and educational therapy, as well as other tutors. Students come to us with a variety of needs including homework support, organization and motivation support, strategy-building to manage learning issues, remedial and enrichment skill-building, and more. Some have diagnosed learning differences that present specific challenges, while others simply require support to manage the myriad demands of local schools. Students range in age from first grade through high school and college.

Our full-time education consultants typically build a caseload of up to 24 student contact hours per week and provide individual tutoring in our offices 5 days a week during the school year. There is a degree of flexibility allowed in building a schedule that can be further discussed should you pursue a position with us. Work during summers is also expected.

Requirements

Teaching experience is required and tutoring experience is preferred. The exact nature of the teaching experience can be variable. A valid California teaching credential is desirable. Strong English writing and editing skills and moderate computer competency are necessary. Other content-specific knowledge such as certain levels of higher math, science, or specific training in methodologies such as Orton-Gillingham is not required, but is highly desirable. Training and experience in formal learning assessment is helpful. Professional and personal references will be consulted.

1.) At least a Master's Degree (MA, MS) in Special Education, Educational Therapy, Educational Psychology, or similar is required.

- 2.) Experience, in working with a wide variety of learners (Our center services students ranging from elementary school-aged students through adults, so the broader your experience, the better)
- 3.) Strong observation and diagnostic skills
- 4.) Excellent communication skills and ability to establish rapport with a wide range of clients
- 5.) An excellent history of reliability, "follow-through," initiative and curriculum creativity
- 6.) Some degree of schedule flexibility (This may entail the ability to potentially administer educational tests and meet with parents and students in our offices on Saturdays should you be qualified for and desire this work)
- 7.) Sound professional, and personal references
- 8.) Permission to work in the United States

Compensation

Employees are paid based on the number of hours that they tutor each month, i.e. this is a fee-for-service position. Considerable additional time is required for planning, preparation, and communication. Full-time employee earnings can be commensurate with many typical full-time teaching positions. Employees are responsible for their own medical, dental, and sick leave.

After an initial trial period, our Learning Specialists are compensated at a professional rate, beginning at \$60/hour-\$100/hour, depending on the work done. Rate of pay can increase over time. Additionally, should you be qualified to work in educational testing, other opportunities for compensation exist.

This is a position with the potential for growth. The specific track of that potential growth can take a variety of forms and will be discussed during the contact and interview process.

Application

TO APPLY:

- 1.) Please take the time to familiarize yourself with our existing services by visiting our website: <http://www.qwertyed.com>
- 2.) Respond to this ad with your email address in the body of the text so that instructions on providing a cover letter and resume can be provided directly. In your cover letter, in

addition to describing your interest, please indicate your available start date. We will confirm your resume's receipt and we will contact you if we feel you are a good match for the position for a follow-up informal phone interview.

3.) If we would like to consider you further for the position, we will request a personal interview and/or that you complete an application, which you may return by email or fax.

4.) Following a successful personal interview, we will request written references and contact information so that we may speak directly with three references. A follow-up interview may be requested of final candidates.

Job Types: Full-time, Part-time

Salary: \$60.00 to \$100.00 /hour