

# Henry Johnson Academy & College Job Description

<b>Today's Date</b>	10/06/2019
<b>Job Information</b>	
<b>Job Title</b>	Tutor and/or Teaching Assistant Intern
<b>Responsibilities &amp; Duties</b>	Put your skills and knowledge to good use! Our high school students are preparing for graduation. They need help in Math, English, Social Studies, & Science. If you are interested in helping with tutoring, teaching, and/or all other duties as assigned, contact us today! This unpaid training is 16 weeks. College students will receive college credits if desired. Located in Euclid, Ohio. May lead to a paid position. Please submit resumes by email.
<b>Required Qualifications</b> (specific knowledge, skills, competencies, abilities, years of experience, training)	Knowledgeable of Microsoft Word
<b>Preferred Qualifications</b>	One semester of tutoring (not required)
<b>Anticipated Schedule</b> (Days of Week, Hours per Day, Schedule)	Approximately 10 hours per week. Days and times are flexible.
<b>Preferred Student Major</b>	Education majors preferred but all majors are welcomed to apply
<b>Company Information</b>	
<b>Company Name</b>	Henry Johnson Academy & Center
<b>Company Description</b> (nature of business)	A second chance high school and mental health counseling center
<b>Job Location</b> (address where work will be performed)	291 E. 222 Euclid, OH 44123
<b>Position Reports to:</b>	Dr. Angela Isom, Director
<b>Supervisor's Contact Phone Number</b>	(216) 592-8521
<b>Supervisor's Email Address</b>	henryjohnsoncenter@gmail.com
<b>As part of the employment selection process, our company requires:</b>	<input checked="" type="checkbox"/> <b>Background Check</b> <input checked="" type="checkbox"/> <b>Drug Testing</b> <input checked="" type="checkbox"/> <b>Employment Reference Check</b>