

## **Job Description**

Dyslexia Pros, LLC is looking for professional, motivated, organized, energetic and positive education and dyslexia enthusiasts who are certified special education teachers, or trained or certified in the Barton Reading and Spelling System and/or Lindamood-Bell LiPS.

### **About the Tutor Position:**

We teach students of all ages in a one-to-one setting to help them learn, succeed, and become empowered to love reading and themselves.

### **Tutor credential and skill requirements:**

- A passion for working with dyslexic students
- A high level of patience and understanding
- A bachelor's or higher degree in education
- Ability to communicate and interact with students and parents in a friendly, warm, professional and effective manner.
- Strong self-management skills and ability to handle autonomy with confidence
- The ability to be flexible to client needs

### **Responsibilities would include, but are not limited to:**

- Conduct one-on-one tutoring sessions using the designated methodologies needed for each individual student
- Communicate and interact with students, parents, colleagues, and managers in a professional, positive manner.
- Ensure safety of students
- Maintain a completely accurate schedule, and provide at least monthly reports to management and administrators on student schedule, progress, and performance
- Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques
- Provide feedback to students using positive reinforcement techniques to encourage, motivate and build confidence in students
- Collaborate with students, parents, and/or teachers, and school to determine student needs and develop/amend tutoring plans to best fit the needs of the student

### **Essential Functions:**

- Speak, read, and write English
- Perform job duties in accordance to Dyslexia Pros' mission, vision, and values.

- Conduct one-one-one tutoring sessions using the designated methodologies, with fidelity, needed for each individual student
- Schedule tutoring appointments with students and/or their parents and maintain a completely accurate schedule containing all things related to work at Dyslexia Pros
- Organize tutoring environment to promote productivity and learning
- Monitor student progress to ensure consistent and constant progress
- Communicate students' progress to supervisor, students, parents and/or other designated team member in a verbal and email format

### **About Us:**

Dyslexia Pros, LLC was started in 2007 by Laura Busby. In 2013, the business expanded and now is the leading dyslexia tutoring and testing center in Arizona. Our mission is to educate and empower the dyslexic student and their families. Our passion is dyslexia. To learn more about Dyslexia Pros, please visit our website at [DyslexiaPros.com](http://DyslexiaPros.com)

We offer competitive and professional pay, a great working environment, and the chance to grow with an Arizona based company full of great people. To apply or learn more, please send your resume, and a short paragraph explaining why you want to work with, teach, and tutor dyslexic students and be part of the Dyslexia Pros family. We look forward to hearing from you!