



## **Tutors for Homework Hotline – Shelby County**

**Position:** Hotline Tutors for 2018-2019 school year (through May 8, 2019)

**Job type:** Part-time

**Compensation:** \$25 per hour

**Hours:** 4pm-8pm Monday-Thursday evenings only, school year only (Shelby County Satellite Location observes all Shelby County holidays and breaks)

**Location:** Exact Location in Shelby County TBD

**Website:** <http://www.homeworkhotline.info>

### **Position Description:**

Hotline is seeking CERTIFIED Shelby County teachers who can come to the Hotline office at least one night per week during the school year to offer tutoring by phone and online chat. Teachers are needed in the following specialties:

- Elementary (all subjects)
- Middle (all subjects)

**Note: Math teachers will be given preference due to the high volume of math calls**

### **Requirements:**

- Possess current teacher CERTIFICATION for Tennessee
- Work at least one consistent night a week (Monday through Thursday during the school year only)
- Be able to tutor ALL subjects K-8

### **Responsibilities:**

- Answer calls promptly
- Provide reliable support to callers over the phone or online without giving answers
- Keep an accurate record of calls in Hotline's database
- Show respect, patience, and kindness to all callers
- Be able to work in an environment that values diversity

**\*\*Please do not send us a resume if you are not a CERTIFIED teacher with a bachelor's degree or higher and an active Tennessee license\*\***

### **Contact Information and Procedure:**

If interested, please email a resume to Homework Hotline at [ask@homeworkhotline.info](mailto:ask@homeworkhotline.info).

If you are contacted for an interview, please be prepared to take and pass a K-8 ELA skills test and a math skills test that will guarantee that you can tutor K-8 students in those subjects.