

Job Description

POSITION: Tutor
DEPARTMENT: Medical and Cosmetic Centers of Maine, LLC
SUPERVISOR: Medical Directors
JOB TITLES SUPERVISED: None
FLSA STATUS: Non-Exempt

JOB CATEGORY: Administrative
SCHEDULE: Full-Time (Flexible)
LOCATION: Portland, ME

We are seeking a tutor to work with children of our employees who need extra help or are unable to attend school. This position will be located in our beautiful facility in Portland. The tutor will oversee/work with multiple ages in an office setting. We are looking for someone to work with these children/young adults on their distance learning lessons while their parents work at the Practice. Each family will be separated in their own offices to respect social distancing. The tutor will support these young learners and follow various remote curriculums.

Responsibilities include and are not limited to:

- Assist children in clarifying course content
- Ability to provide tutoring assistance to students
- Answering questions and suggest strategies for solving various problems related to the material.
- Communicate with parents about the progress of their school work.
- Additional duties may be assigned. This is a newly created position so we may need to adjust the duties as the school year rolls out.

EXPERIENCE

Excellent interpersonal skills are required as you will be working with children of different ages and parents. Must be self-directed and possess excellent computer and strong organizational skills. Must be detail oriented and the ability to multi-task. Strong judgment and initiative to work independently and as a team player. Must have strong written and oral communication skills.

EDUCATION

Associates Degree in Education and/or Childcare

LICENSES / CERTIFICATIONS

None required.

PHYSICAL DEMANDS (in a usual workday)

Sit	Total hours/day	4.0	Hours at one time	2.0
Stand	Total hours/day	2.0	Hours at one time	1.0

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Walk Total hours/day 2.0 Hours at one time 1.0

Approximate percentages of time tasks are performed in carrying out the essential functions of this position:

5% of time bending/stooping
5% of time squatting
0% of time crawling
0% of time climbing
5% of time reaching above shoulder level
0% of time kneeling
40% of time hand/fingers used for repetitive motion
0% of time feet used for repetitive movements
10% of time hands/fingers used for fine manipulation
10% of time hands/fingers used for simple grasping
10% of time hands/fingers used for pushing/pulling
10% of time hands/fingers used for firm grasping
0% of time head/neck in rotational movements
0% of time head/neck in static position
0% of time head/neck in extension movements
0% of time head/neck in flexing movements

Pounds employee is required to carry 5 lbs.
Usual distance carried 10 ft.
Pounds employee is required to lift 10 lbs.

PSYCHOLOGICAL DEMANDS (in a usual workday)

Must possess excellent communication and patience as this position will be interacting with co-workers and children/young adults on a daily basis. Must be able to work with minimal supervision regarding time management and have the ability to consistently make sound, ethical decisions.

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This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the practice reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the practice has a similar right.

Submitted by: _____

Name of Manager /Title	Date
_____	_____
Employee Name	Date
_____	_____
Employee Signature	Date