

## ***TUTORING APPLICATION***

### **PURPOSE**

The Community Education Center of Elk and Cameron Counties (CEC) offers tutoring services to students of all grade levels and subject areas including:

- Elementary School
- Middle School
- High School
- GED<sup>®</sup>/Adult Basic Education
- English as a Second Language (ESL)
- SAT<sup>®</sup>/ACT<sup>®</sup> Test Prep
- College-level
- Continuing Education

Based on demand, the CEC will accept applications for qualified tutors. Approved applicants will be placed on a list of potential tutors which will be used by the CEC to respond to requests. Tutoring will take place at the CEC's St. Marys or Emporium locations. The CEC will assist in scheduling appointments. Tutoring appointments are not guaranteed by completing this application or by becoming an approved tutor.

### **APPROVAL PROCESS**

The CEC, in conjunction with education experts, will review the applications and application materials and select qualified candidates.

### **REQUIRED QUALIFICATIONS**

- Professionals: Must have a degree or relevant training and/or at least 3 years of professional work experience in a related field
- College Students: Must be actively enrolled in college with an overall GPA of at least 3.0 and have received an "A" in a related course
- High School Students: Must maintain an "A" in the related field of study

### **RATES**

The CEC will establish the fee schedule, collect fees from customers, and pay the tutors following the appointments. Payment rates are as follows:

- Professionals: \$20.00/hour
- College Students: \$12.00/hour
- High School Students: \$8.00/hour

### **APPLICATION MATERIALS**

Please complete the enclosed application and mail it along with the following items to:

The Community Education Council, 4 Erie Ave., Suite 200, St. Marys, PA 15857

- ✓ Completed application
- ✓ Resume
- ✓ Copy of your current PA Child Abuse Clearances (within one year)
- ✓ PA Criminal History report (within last 90 days). This report can be accessed online at <https://:epatch.state.pa.us>
- ✓ 3 References
- ✓ For High School Students Only- copy of most recent report card
- ✓ For College Students Only- copy of most recent transcripts

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### **1. Education**

Please list all education degrees and credentials

### **2. Teaching/Tutoring Experience**

Briefly describe your teaching and/or tutoring experience

### **3. Certifications/Associations**

List any special certifications or associations to which you belong

### **4. Grade Levels you are willing to tutor (select all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Elementary Grades | <input type="checkbox"/> GED <sup>®</sup> /Adult Education  |
| <input type="checkbox"/> Middle School     | <input type="checkbox"/> SAT <sup>®</sup> /ACT <sup>®</sup> |
| <input type="checkbox"/> High School       | <input type="checkbox"/> Other _____                        |
| <input type="checkbox"/> College Level     |   |

### **5. Subjects you are willing to tutor (select all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Math           | <input type="checkbox"/> Writing                  |
| <input type="checkbox"/> Sciences       | <input type="checkbox"/> Foreign Languages: _____ |
| <input type="checkbox"/> Reading        | <input type="checkbox"/> ESL                      |
| <input type="checkbox"/> Social Studies | <input type="checkbox"/> Other: _____             |

If Math and/or Science is selected, please indicate specialties (i.e. Biology, Algebra, etc), if any:

### **6. Tutoring Style**

Briefly describe your teaching/tutoring style and approach to students (attach additional page if necessary).