

The College Trail

Job Description

Company Name: The College Trail

The College Trail, founded in 1996, provides in-home tutoring and college admissions counseling to intermediate and high school students. Our vision is to become the most respected company in the educational consulting industry.

Position: Academic Coach (Private in-home tutor)

Job Responsibilities

- Provide up-to-date time of availability to the company for scheduling of tutoring sessions
- Coordinate tutoring appointments between the company and families
- Meet one-on-one in tutor sessions at students' homes or local libraries
- Document efforts/results for structured follow-up with the company, students, and families
- Track and submit monthly tutoring hours (by student) for billing/payroll purposes
- Suggest tutoring session frequency or content changes with families as needed

Hiring criteria

- Preferred 1 year experience in a teaching or tutoring capacity
- Ability to communicate subject matter in a non-technical fashion
- Willingness and ability to communicate with parents/guardians
- Must have own transportation

Selection process

- Review of qualification (resume, etc)
- Reference check (3)
- Personal interview(s)
- Background check (credit, criminal, drug)

Compensation

- 5-10 hours weekly (mostly weeknights and weekends)
- Base pay plus incentives (client scorecards, and tenure)