



Tutor Position Description

Title: Part-Time In-Person Tutor

Compensation: \$18-\$30 per hour, with potential increases based on performance, reliability, experience, and student demand

Location: Students' homes or approved locations throughout Calgary

Schedule: Flexible part-time hours, primarily evenings and weekends

Start date: As soon as possible

Reports to: Kath Ai, Quest Academy Calgary

Role Description: *The In-Person Tutor* provides individualized academic support to students from Kindergarten through Grade 12. The tutor builds a positive learning relationship with each student, prepares for assigned sessions, adapts instruction to individual learning needs, and communicates progress professionally.

Responsibilities:

- Provide one-on-one tutoring in students' homes or approved locations
- Teach subjects and grade levels that match your qualifications
- Prepare for each session and follow the student's learning plan
- Use provided materials and adapt instruction to the student's learning style and academic needs
- Support homework, foundational skills, and assessment preparation
- Develop a positive, encouraging, and professional relationship with each student
- Provide brief and accurate progress updates following sessions
- Respond promptly to communication from Quest Academy Calgary
- Arrive on time and maintain a consistent weekly tutoring schedule
- Provide reasonable notice for cancellations except in emergencies or sudden illness

Qualifications:

- Must be enrolled in high school or have completed high school
- High-school applicants must have a current overall academic average of at least 85%; a recent report card or transcript may be requested
- Post-secondary education, particularly in Education or a related field, is an asset
- Strong achievement in the subjects and grade levels you wish to tutor
- Tutoring, teaching, childcare, behavioural-support, or youth-work experience is preferred
- Experience supporting students with autism, ADHD, or diverse learning needs is an asset
- Strong written and verbal communication skills
- Patient, encouraging, organized, dependable, and able to explain concepts clearly
- Valid driver's licence and reliable access to a vehicle
- Ability to travel to assignments in one or more Calgary quadrants: NW, NE, SW, and/or SE
- Police Information Check with Vulnerable Sector Search may be required
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How to Apply:

Email your resume to **questacademycalgary@gmail.com** and address your application to **Kath Ai**. Selected applicants will receive a short questionnaire about their education, academic standing, experience, teachable subjects and grades, weekly availability, transportation, preferred hours, and the Calgary quadrants they can consistently serve.

Application deadline: Applications will be reviewed on a rolling basis until the position is filled.

Quest Academy Calgary is committed to providing a respectful and inclusive learning environment. Applicants will be considered based on the qualifications and requirements of the position.