



Contact Information
Tiffany Covington, Center Director
7407-D Fegenbush Lane, 40228
p. 502.2314558
info@scholarfactoryky.com
www.scholarfactoryky.com

JOB REQUISITION

Position Name: Certified Instructor / Learning Agent (RESERVE)

Group: Instruction

Status: Contractor

Term: On-going

About Us: Scholar Factory, LLC is a locally owned and operated tutoring center specializing in a broad array of learning and educational advancement options. We use a very dynamic approach to traditional tutoring methods. Our scholars range from children preparing for kindergarten to adults working on advanced degrees. Often, we work one-on-one with scholars at our center using proven teaching methods that are tailored to their unique learning styles. Most importantly we provide affordable, quality, and customized services that meet just about any budget and learning need.

About this job: **This is a contractor position.** If you are looking to utilize your education, experience, and teaching skills to educate young minds in a friendly and supportive environment, look no further. We are currently seeking individuals who are willing to tutor kids and adults of various ages from time-to-time in our center. These positions are for “reserve contractors.” This means you would provide us with a list of available times and desired content instruction areas and we will match you with scholars accordingly. Prior to booking any appointment we will reconfirm your availability with you. Our immediate need is for instructors who can work with elementary age scholars in any subject. Some of our scholars have learning disabilities and need a greater level of specialization in their instruction, therefore we need instructors who are familiar with various learning disabilities.

While our instruction is not computer application based, the incumbent should be very comfortable with the use of technology typically found in a classroom. Instructors with the broadest evening availability and willingness to work with a wide array of subjects and grades will be given the highest consideration. There is no guarantee or assumed expectation for the amount of time you will be needed during your availability and there’s sometime little notice of change. Aside from the actual time spent instructing a scholar, there will be some documentation and planning expected (usually 5-15 minutes per appointment). Most of our appointments are one-on-one (one instructor to one scholar); however, occasionally we schedule up to 3 scholars in a group. This may occur if there are multiple scholars of the same age or grade, working at similar learning levels in the same subject.

Job Requirement Details: Certified Instructor: This is our highest level instruction position and requires a current or past state teaching certificate. Ideally, a certified instructor has at least 1 year of teaching experience in a classroom or similar setting.

Learning Agent: This is our intermediate instruction position and is best matched with someone who has a college degree or better, or has current or past experience as a teaching assistant or substitute teacher.

These positions work directly with children and require a high level of patience and compassion. Additionally, these positions often confer with parents and excellent communication skills are a must. The incumbent may be subject to a background check and/or random drug testing.

Required Educational Background: Bachelor's Degree or higher (preferably in education or a specific subject area, i.e. Biology, etc.)

Candidate Desirables: Master's Degree or higher. Previous experience in education as a teacher or tutor. High energy with an outgoing personality. Dedicated and goal driven. Detail oriented and organized. Working knowledge of technology and outstanding communication skills (written and verbal).

Pay: Hourly and ranges based on qualifications/education level, contractor title, and availability.

How to Apply: Email the following to the attention of Tiffany Covington at info@scholarfactoryky.com.

- Letter of Interest (that includes desired pay rate)
- Resume
- Four Professional References (with current contact information)