

**HOSTS INSTRUCTOR**

**JOB DESCRIPTION**

**MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To facilitate HOSTS program to meet students' learning needs and provide support for mentors.

**PERFORMANCE RESPONSIBILITIES:**

1. Carries out plans made by the HOSTS Lead Teacher(s).
2. Gathers and organizes materials for each child's lesson as planned by the Lead Teacher(s).
3. Prepares each child's folder for tutoring session as planned by the Lead Teacher(s).
4. Facilitates daily mentoring sessions with mentors and students.
5. Catalogues, organizes, and inventories all program books and materials.
6. Communicates with classroom teachers and administrators about student progress and goals.
7. Communicates with mentors; participates in mentor recruitment and training as available.
8. Maintains the tutoring environment through classroom set-up, organization, and coordination with the Lead Teacher.
9. Works with students in small groups or individually when there is a shortage of volunteers.
10. Helps maintain discipline during tutoring sessions.
11. Collaborates with the HOSTS team to accomplish district program goals, including hospitality, communication, recruitment, and training of mentors.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: January 2016