



BRILLIANCE ACADEMY - TUTOR INFORMATION SHEET

AFTER SCHOOL PROGRAM

Brilliance Academy of Math & English will guide and assist the youth of today in the adventures of learning and help them discover a new world of knowledge. Through individual attention, a learning conducive environment along with great educators, Brilliance Academy will challenge the young minds of today to become the bright minds of tomorrow.

Brilliance Academy is an Illinois State Board approved Supplemental Educational Service (SES) provider. Brilliance Academy is an award winning program available at your school and currently recruiting for tutor positions.

Tutor Roles and Responsibilities:

- Administer the Basic Assessment Skills Inventory (BASI) to class
- Take attendance
- Facilitate curriculum
- Communicate with Lead tutor and site manager regularly
- Attend Tutor seminars and meetings
- Turn in electronic or hard copies of timesheets as required
- Request supplements as they see fit for their class
- Create an enjoyable and educational environment for students
- Represent Brilliance Academy to schools, students and parents
- Assist in progress report generation

Tutors Will Be Equipped With:

- Supplemental box containing grade specific materials
- Student specific curriculum
- Attendance logs
- Timesheets
- Contact information for managers and supervisors
- Student progress reports

Tutor Orientation

- All Brilliance Academy Tutors are certified through the National Tutoring Association (NTA)
- Orientation is **CONFIRMED** for Saturday October 21st and Sunday October 22nd.
- Orientation will be held in Downtown Chicago
- All tutors are **REQUIRED** to attend the orientation
- This is a National certification process which will be paid for by Brilliance Academy

Tutor Pay Rate

- Tutors can earn anywhere between **\$25 to \$50** per hour depending on qualifications
 - Certifications / Bilingual status / Teaching experience
- Tutors are paid as contractors every 2 weeks



BRILLIANCE ACADEMY OF MATH AND ENGLISH

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