

**15 Types of Tutoring Positions  
Across 7 Northeast Ohio Counties  
Some positions statewide**

Please read this entire ad and apply by following these steps

- 1. Respond via E-mail or fax only. No telephone calls please!**
  - If you have NOT sent us a resume, include your resume when you reserve your spot in a group interview. (see schedule on Page 3)
  - E-mail preferred: [laurak@northcoasted.com](mailto:laurak@northcoasted.com)
  - Fax : (440) 542-1504, please provide a return fax for your confirmation
  - You will receive an E-mail or fax confirmation and directions to the interview site when we receive your reservation.
  
- 2. Meet our minimum qualifications:**
  - Bachelor's degree for all academic tutoring positions
  - ABA tutors must have minimum of 2 years of college (*see Position 7*)
  - If you opt to tutor in basic math or reading; you must attend a math and/or reading workshop in order to meet NCES standards
  - Licensure required for positions 9 & 12
  
- 3. At the group interview, you will be asked to indicate:**
  - The tutor position(s) of interest (Positions 1 through 15)
  - Your geographic preference(s)
  - Your availability; day and time preference(s)
  
- 4. If you chose Tutor Positions 1, 2, 6, 8, & 10**
  - You must select a date to attend a math or reading workshop **before** you can be assigned a position. See Page 4
  
- 5. To learn more about North Coast Education Services**
  - Visit [www.northcoasted.com](http://www.northcoasted.com)
  - Come to the group interview. This will be an information gathering session where you will find out more about what we do, workshop training, and the available positions. There is no obligation to join if you attend a group interview.
  
- 6. If you are no longer considering a tutoring opportunity, please fax or email us that you wish to be removed from our email list.**

**A tutoring opportunity near your home.**

*“This is the most rewarding position I’ve ever had,” says E. Thomas, Tutor*

**WHAT:** North Coast Education Services tutors children and adults in their homes, or in a nearby public location. We also provide programs in schools.

**WHEN:** Set your own schedule Monday through Sunday, most hours are after school, evenings, and weekends. (*Tutor 4 to 20 hours/week depending on your availability, location and skills.*)

**QUALIFICATIONS:**

Bachelor’s degree required for all positions except Position 7. No prior teaching experience is required. Teacher licensure or certification, teaching experience and classroom management are a plus. NCES seeks committed instructors that are creative, flexible, sensitive, and patient. (*Positions 9 & 12 require licensure*)

**PAY RATE:**

\$18 to 21/hr - Depending on the subject, course and training required.

**Tutors are needed for the following Northeast Ohio locations**

**Cuyahoga County**

Northwest: Lakewood, Rocky River, Bay Village, Westlake, North Olmsted, etc.

Eastern and Southeast: Euclid, Maple Heights, Beachwood, Chagrin Falls, Solon, Shaker Heights, Cleveland Heights, Pepper Pike, etc.

Western and Southwest: Parma, Parma Heights, Strongsville, North Royalton, Brecksville, Broadview Heights, Berea, etc.

**Lorain County:** Elyria, Lorain, Avon, Avon Lake, Amherst

**Summit County:** Akron, Hudson, Richfield, Bath, Stow, Munroe Falls, Twinsburg

**Medina County:** Medina City, Brunswick (*Limited positions in Medina*)

**Lake County:** Mentor, Concord, Willoughby, Eastlake, Painesville Twp, Kirtland

**Geauga County:** Bainbridge, Russell, Chardon, Newbury

**Portage Counties:** Aurora, Streetsboro, Mantua, Sagamore Hills, Ravenna

**STATEWIDE:** Applied Behavior Analysis (ABA) Tutors for children with Autism. (See position 6)

## Group Interview Schedule

To apply, you must attend a group interview/information session at the office of North Coast Education Services. There are no exceptions and no additional interviews are being scheduled at this time! The group interview/information session will explain what North Coast Education Services provides and open positions. There is no obligation to sign up after attendance.

### Solon Office Sessions (See page 7 for directions)

***PLEASE NOTE: The group interviews are held in our training facility in Suite 32 not our main office suite one.***

✓ Morning Sessions      8:30 AM until 11:30

Monday      September 28<sup>th</sup>

Tuesday      October 13<sup>th</sup>

✓ Afternoon Sessions      1:30 PM until 4:30 PM

Wednesday      September 23<sup>rd</sup>

Thursday      October 29<sup>th</sup>

✓ Evening Sessions      5 PM until 8 PM

Tuesday      September 15<sup>th</sup>

Thursday      September 24<sup>th</sup>

Tuesday      September 29<sup>th</sup>

Thursday      October 15<sup>th</sup>

Tuesday      October 27<sup>th</sup>

# TRAINING PROGRAMS

**REQUIRED** Workshop Training Dates for Positions # 1, 6, 8, & 10:  
(Must attend **both Part 1 AND Part 2** of the workshop in any order.)

## READING WORKSHOPS

**Weekend I (Part 1)** You may begin a tutoring assignment after the first weekend workshop.

Saturday, October 3 <sup>rd</sup>	8:30 am to 4:30 pm
Sunday, October 4 <sup>th</sup>	8:30 am to 4:30 pm
Monday, October 5 <sup>th</sup>	5:00 pm to 9:00 pm

**OR**

Saturday, December 5 <sup>th</sup>	8:30 am to 4:30 pm
Sunday, December 6 <sup>th</sup>	8:30 am to 4:30 pm
Monday, December 7 <sup>th</sup>	5:00 pm to 9:00 pm

## **Weekend II (Part 2)**

Saturday, November 7 <sup>th</sup>	8:30 am to 5:00 pm
Sunday, November 8 <sup>th</sup>	8:30 am to 5:00 pm

**REQUIRED** Workshop Training Dates for Positions # 2, 6, 8, & 10  
(Must attend **both days of an October or November** workshop!)

## MATH WORKSHOPS

Saturday, October 24 <sup>th</sup>	8:30 am to 4:30 pm
Sunday, October 25 <sup>th</sup>	8:30 am to 4:30 pm

**OR**

Saturday, November 14 <sup>th</sup>	8:30 am to 4:30 pm
Sunday, November 15 <sup>th</sup>	8:30 am to 4:30 pm

## Available Tutor Positions

- # 1 Tutor reading** (phonics, spelling, and comprehension), **writing and study skills**  
*Reading workshop training required* (see p.4)
- # 2 Tutor basic Math** (computation skills, math concepts, and word problems)  
*Math workshop training required* (see p.4)
- # 3 Tutor high school math** (high school algebra, geometry and calculus)  
*No workshop training required. You must know the subject matter, without needing to “brush up”.*
- # 3a Licensed geometry tutor** *Must be licensed/certified in math grades 7 – 12*  
*(license cannot be expired).* Tutoring is typically set up in 20 (2-hour sessions) for a total of 40 hours.
- # 4 Tutor high school science** (chemistry, physics and limited positions in biology)  
*No workshop training required. You must know the subject matter, without needing to “brush up”.*
- # 5 Tutor foreign language;** especially Spanish  
Some tutors needed for Sign Language, French, (German and Latin occasionally)  
*No workshop training required. You must know the subject matter, without needing to “brush up”.*
- # 6 Work with children with Asperger’s, PDD or mild autism** in their home 2 to 12 hours per week, working on academic curriculum. Experience with special education, particularly autism, is invaluable. Scheduled sessions are usually during the day with the individual family. Positions become available in other Northeast OH cities based on individual client needs. Minimum bachelor degree required.  
*Workshop training required (in reading AND math, if students have basic skills deficits.)*  
(see p.4)
- # 7 Work with children ages 3 to 8 with Autism. Teach Applied Behavioral Analysis or Verbal Behavior,** 4 to 10 hours per week in 2 - 2.5 hour sessions. Minimum of 2 years college required. Prefer college major in education, speech, OT, PT, psychology, sociology, nursing, etc. These positions are available throughout Ohio, and you may be added to the list of tutors sent to families in need of ABA tutors. If inexperienced with Applied Behavioral Analysis or Verbal Behavior, on-the-job training may be provided. Pay rate varies by experience.  
*No workshop training required.*
- # 8 Home School -- Work with individual students not enrolled in a school** 5 to 10 hours per week. You will be responsible for teaching all related coursework. Limited availability of positions.  
*Workshop training may be required in reading and/ or math.* (see p.4)

**# 9 Tutoring for Credit** – Teach a student a course they need for high school graduation. ODE licensure required.

**# 10 School programs (SES)** are currently being developed for the 2009-10 school year in Cleveland (*East and West side and inner ring suburbs*), and Lorain-Elyria areas. This includes potential after-school programming as well as some day positions with on-line charter schools. More details will be given as they become available at the group interview and future CareerBoard postings. ***Workshop training required in reading and/or math.*** (see p.4) We will have many students for this position.

**#11 Licensed Ohio Department of Education special education or intervention specialists** to oversee our Autism Scholarship clients. Training and support provided at no charge. One or two positions available. Pay rate \$30/hr.

**#12 BCBA consultants** to work with our Autism Program clients to oversee their ABA or VBA programs and train their tutors. Pay rate variable based on experience not at our tutoring rates.

**#13 Licensed RN's** to tutor nursing courses to LPN, Respiratory Therapists and Paramedics one day per week for four hours in our Solon offices. Pay rate \$30/hr.

**#14 SAT and ACT test preparation** - no training required but experience is required for these positions.

**#15 Additional positions** may arise between the time of this advertisement and your group interview.

Directions to:

## North Coast Education Services

Training Facility

31300 Solon Road, Suite 32

Solon, Ohio 44139

440-914-0200

### From the WEST (Western and Southern Cuyahoga County, Lorain County)

1. Take **I-480** to **Rte 422 east** and **I-271 north**. **Merge right** to the **Rte 422 east** lanes – go **.05 mi**
2. Take the **Harper Rd** exit
3. Turn **right** at **Harper Rd** - go **0.5 mi** Harper Rd becomes **Cochran Rd**
4. Continue on **Cochran Rd** - go **0.8 mi**
5. Turn **left** at **Solon Rd** - go **0.6 mi**
6. Arrive at **31300 Solon Rd, Suite 32**
7. Suite 32 is in the third building **BEHIND** the “pond”.

### From the North (Lake County, Northeastern Cuyahoga County)

1. Take **I-271 South** toward Columbus.
2. Take the **US-422 E** exit **27A-B** to **Warren/Cleveland** - go **3.0 mi**
3. Take the **Harper Rd** exit
4. Turn **right** at **Harper Rd** - go **0.5 mi** Harper Rd becomes **Cochran Rd**
5. Continue on **Cochran Rd** - go **0.8 mi**
6. Turn **left** at **Solon Rd** - go **0.6 mi**
7. Arrive at **31300 Solon Rd, 32**
8. Suite 32 is in the third building **BEHIND** the “pond”.

### From the EAST (Geauga, Portage, Mahoning Counties)

1. Take **Rte 422** west to exit **Rte 91**(Solon)
2. Turn **left** on **Rte 91**, then next right on Solon Road – go **0.2 mi**
3. Continue on **Solon Road** -- **2.0 mi**
4. Arrive at **31300 Solon Rd, Suite 32**
5. Suite 32 is in the third building **BEHIND** the “pond”.

### From the SOUTH (Summit County)

1. Take **I-271 north**.
2. Take **exit 23** to **Broadway Ave (OH-14) Forbes Rd.** -- go **.0.2 mi**
3. Continue on **Fair Oaks Rd** – go **0.3 mi**
4. Turn **right** at **Forbes Rd** – go **1.3 mi**
5. Turn **left** at **Richmond Rd** – go **0.9 mi**
6. Turn **right** at **Solon Rd** – go **1.5 mi**
7. Arrive at **31300 Solon Rd, Suite 32**
8. Suite 32 is in the third building **BEHIND** the “pond”.