

# EAGLES/EDGE

## Test Prep Instructor

EAGLES/EDGE empowers girls and boys to learn, thrive, and master new skills in an atmosphere that fosters friendships and a growth mindset. Our summer day camp program, academic classes, sports camps, specialty camps, and year-round programming offer wide-ranging opportunities for young people ages 4 to 18 to gain self-confidence and develop their personal edge on the path to becoming their best.

EAGLES/EDGE at St. John's Prep seeks to hire part time standardized testing instructors and tutors to serve in our expanding test prep program. Instructors work with students on a one-on-one basis over the course of five, 75-minute sessions in order to prepare them for upcoming standardized tests as well as in a classroom setting on St. John's campus. Training, support, and instructional materials are available. Open positions include one-on-one tutors and/or classroom instructors for standardized tests including ACT, SAT, SSAT, ISEE and HSPT. Teachers are not required to be proficient in each test and may apply to teach one or more. Upper level instructors (ACT and SAT) may choose to teach only math or English or both.

### Responsibilities

- Tutor five, 75-minute sessions.
- Schedule times based off family's and tutor's availability. Sessions are most often on-campus, with the possibility of hosting web or off-campus sessions based on location of the student.
- Effectively prepare tutee for the appropriate test.
- Manage a classroom of 25 students for a certain scheduled amount of sessions on specific test prep topics

### Qualifications

- Familiarity with the ISEE, SSAT, HSPT, ACT and SAT tests but not a requirement
- Candidate should have knowledge of the verbal or math sections in the SAT and ACT courses, or both if applicable
- 1 to 3 years of classroom experience
- Bachelor's degree preferred

All members of the faculty and staff are expected to give witness to our mission at St. John's. In addition to classroom teaching responsibilities, we encourage all members of the faculty to be involved in the life of the school beyond the classroom through a wide range of co-curricular, intramural and interscholastic programs. For more information about St. John's Prep, including our academic, spiritual and student life programs, please

**St. John's  
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School**  
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[www.stjohnsprep.org](http://www.stjohnsprep.org)

visit [www.stjohnsprep.org](http://www.stjohnsprep.org). For more information about EAGLES/EDGE, please visit [eaglesedgeprograms.com](http://eaglesedgeprograms.com).

Interested candidates are asked to send a cover letter, résumé, and academic transcripts to Tracii Schaeublin, Director of Human Resources, at [tschaeublin@stjohnsprep.org](mailto:tschaeublin@stjohnsprep.org).