

**DIVISION OF HIGHER LEARNING  
ASSOCIATED BETH RIVKAH SCHOOLS**

**Federal Work Study Program  
Job Descriptions**

**Job Position:** Community Service Program Supervisor

**Department:** Community Service

**Job Supervisor:** Mrs. G. Rosenfeld

**Rate of Pay:** \$17.00 per hour

**Job Description:**

- The student will work as a supervisor of a program for seventh and eleventh grade students assisting in various community outreach programs.
- Her duties may include, but are not limited to, coordinating visits to local tri-state Senior Care homes and hospitals to show support and provide companionship for the residents, providing support to local community centers in setting up events, providing community members with pertinent information regarding the events, organizing the annual worldwide learning campaign and coordinating various social events.
- Qualifications necessary for this job include excellent interpersonal and communication skills, responsibility and the knowledge of unique demographic needs.
- In this position, the student will provide many invaluable services to members of various communities.

**Job Position:** Tutor

**Department:** DHL

**Job Supervisor:** Mrs. C. Gorowitz

**Rate of Pay:** \$17.00 per hour

**Job Description:**

- The student will work as part of a tutoring program to assist elementary and high school students who are struggling to keep up with class work and enable them to reach their full potential.
- Her duties will include providing remedial assistance on a one-on-one basis, guiding students towards good study practices, and teaching them methods to help them excel. The tutor will review homework assignments, explain specific topics or subject areas which the student has difficulty with, and prepare the student for tests and quizzes. She will also communicate with classroom teachers as necessary.
- Qualifications necessary for this job include reliability, good communication skills, knowledge of the subject matter, and the ability to relate well with younger students.
- In this position, the student will assist an elementary or high school student in keeping up with class work.

**Job Position:** Tutor/America Reads

**Department:** Pre 1-A

**Job Supervisor:** Eidla Nemanow

**Rate of Pay:** \$17.00 per hour

**Job Description:**

- The student will assist an elementary school age child to improve English reading, while working to instill an appreciation of reading in the child.
- Her duties will include providing remedial assistance on a one-on-one basis to an elementary school student and helping him perfect his English literature reading skills.
- Qualifications necessary for this job include reliability, good communication skills, and the ability to relate well with younger children.
- In this position, the student will assist an elementary school student from the community, in learning to enjoy reading the English language.

**Job Position:** Student Teacher

**Department:** Elementary

**Job Supervisor:** Mrs. G. Rosenfeld

**Rate of Pay:** \$17.00 per hour

**Job Description:**

- The student will work in Beth Rivkah Elementary School, teaching elementary school students in a classroom setting under the supervision of an experienced teacher.
- Her duties will include preparing an interesting, clear and informative curriculum which will instill knowledge and ethics in students, delivering the lessons in the classroom, and any required follow-up, such as marking.
- Qualifications necessary for this job include reliability, classroom management skills and the ability to give over lessons in a comprehensible and interesting manner to students.
- In this position, the FWS student will be able to implement teaching techniques she has acquired and in doing so, will enable elementary school students to be taught relevant material.

**Job Position:** Assistant Teacher

**Department:** Pre 1-A

**Job Supervisor:** Eidla Nemanow

**Rate of Pay:** \$17.00 per hour

**Job Description:**

- The student will work in Beth Rivkah Elementary School as an assistant teacher.
- Her duties will include assisting the classroom teacher as necessary, tutoring and assisting children individually or in small groups, helping the children master assignments, and reinforcing learning concepts presented by the teacher.
- Qualifications necessary for this job include reliability, good communication skills, and the ability to explain concepts in a clear manner to young students with patience and goodwill.

- In this position, she will assist the elementary school's classroom teacher in helping each child keep up with her academic studies and achieve her potential. Additionally, the FWS student will learn teaching techniques by observing experienced teachers and implementing these new methods.

**Job Position:** Mentor

**Department:** High School

**Job Supervisor:** Mrs. C. Gurowitz

**Rate of Pay:** \$17.00 per hour

**Job Description:**

- The student will work with high school and college level students in need of a mentor figure.
- Her duties will include working with students in need of social, developmental and emotional support and providing them with the companionship of a caring adult. The mentor will be responsible to meet with assigned mentee for the agreed upon time frame, individually or in small groups. She will act as a guide, resource for support and inspiration, and serve as role model.
- Qualifications necessary for this job include reliability, interpersonal skills and the ability to mentor others.
- In this position, the FWS student will assist her mentees in reaching their potential and achieving success in their personal lives. It will give her the opportunity to implement methods and techniques regarding how to successfully mentor others.

**Job Position:** Mentor/Community Service Program Organizer

**Department:** High School

**Job Supervisor:** Mrs. S. Teichtel

**Rate of Pay:** \$17.00 an hour

**Job Description:**

- The student will work in with high Schools students in need of a mentor figure in their lives.
- Her duties will include: working with students in need of social, developmental and emotional support, providing them the companionship of a caring adult. The mentor is responsible to meet with assigned mentee for the agree-upon time frame, individually or in small groups. She will act as a guide, resource for support and inspiration, and serve as role model. In addition she organizes extra-curricular programs in school and after school clubs such as guitar, art, photography and extra learning opportunities.
- Qualifications necessary for this job include reliability, interpersonal skills and the ability to mentor others.
- Her position will assist her mentees in accomplishing their potential and achieving success in their personal lives. This position will give the FWS student the opportunity to implement methods and techniques regarding how to successfully mentor others.

**Job Position:** Office Assistant

**Department:** Division of Higher Learning Office

**Job Supervisor:** Mrs. Z. Gurevitz

**Rate of Pay:** \$17.00 per hour

**Job Description:**

- The student will work as an office assistant in the Division of Higher Learning office.
- Her Duties may include entering data into the computer system as well as filing sorting and alphabetizing documentation. Additionally, she will be responsible for performing other sundry tasks and errands required by the office staff such as, calculating deposits, filing, making copies and scanning.
- Qualifications necessary for this job include dependability, accountability and the good communication skills.
- In this position, the student will enable the office staff in ensuring smooth operation.