

## **Job Description**

1. **Official name of the designation:** Part – Time Online Tutor
2. **Educational qualifications required:** Bachelors' degree/ Masters (Except BE/ME)
3. **Prior experience/skillsets required:**
  - Should have Prior teaching experience in middle and high School students.
  - Preferably from a reputed English medium public school.
  - Compatibility with American Teaching.
  - Should be comfortable teaching US Students Excellent communication skills Good typing speed 60 WPM
4. **Roles and responsibilities:**
  - Hand scoring of constructed response items Review of elementary and high school essays, creative writing submissions, first-year Composition course essays, doctoral thesis, business publications and more.
  - Critiquing and Editing of Admissions Essays. Candidate should have completed Degree from a reputed institution. A minimum 70% in our subject test.
  - Excellent communication skills and sound subject knowledge in English.
  - Should be capable of handling Kindergarten to College grade US curriculum.
  - A minimum score of 90% in our subject test.
  - Should clear our technical interview through a topic presentation of his/her choice.
5. **Reporting hierarchy (reporting to):** Team Lead
6. **Compensation offered:** 1.0 – 1.5 LPA (4 Hours a Day)

**NOTES:** If you have any doubts, please write to [careers@focusedumatics.com](mailto:careers@focusedumatics.com)