



Cape Fear Academy Job Announcement

Applications are now being accepted for Learning Skills Tutor – Middle and Upper Schools

Cape Fear Academy is a learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 813 students and 156 faculty and staff members, CFA is guided by its mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 47-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone of school-wide commitment to developing leadership skills in our students, preparing them for success in college and life.

Learning Skills Tutor – Middle and Upper Schools

Major Responsibilities:

- Work one-on-one with students who need additional support in middle and upper school subjects.
- Keep accurate records of tutoring sessions, progress reports, and end of the year summary reports.
- Develop and recommend learning plans for students that address skill gaps in the areas that they need assistance.

- Communicate regularly with parents, teachers, students, and the Learning Skills Program Coordinator (“LSPC”) on student needs, plans and progress.
- Keep the LSPC and students’ teachers updated on changes in scheduling, attendance, performance, or behavior concerning the students.
- Performs other projects and duties as assigned.

Qualifications:

- The tutor should be passionate, organized and patient, with experience and knowledge in middle and upper school subjects.
- Proven ability to tutor in multiple academic subjects.
- Strong communication and collaboration skills required.
- Experience and ability to develop individualized learning plans for students.

Physical Requirements/Working Environment:

- Frequent use of computer, copiers and other essential office equipment.
- Will need to sit, stand or walk for the duration of the work day.

Education: Bachelor’s degree in education or related field required.

Experience: Minimum of five years teaching and/or tutoring experience in middle and upper school subjects. Previous experience in tutoring multiple subjects is desired.

Salary and Benefits: Competitive compensation which is dependent upon number of tutoring skills sessions in any given period required by our student’s families, and as assigned by the LSPC. This position is not eligible for employee benefits.

Starting Date: August 10, 2026

To apply please use the link below:

<https://recruiting.paylocity.com/recruiting/jobs/All/bad901c1-f066-460d-90a1-32df81fba70b/Cape-Fear-Academy>