



## **MIGRANT EDUCATION/ENGLISH LANGUAGE LEARNER TUTOR**

### **SUMMARY:**

Under direct supervision of the building principal and Director of Special Services, this position provides support for Migrant/EL students as a tutor in Reading, Math, and Language Arts. The Migrant/EL Tutor accomplishes this by providing academic support to Migrant/EL qualified students in small groups, one-on-one settings, and/or integrate into classrooms. In addition, this position provides support to classroom teachers with Migrant/EL students needing academic assistance.

### **ESSENTIAL FUNCTIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Collaborates with classroom teachers to provide tutoring in content areas using district curriculum, course texts, class lesson plans, or other materials.
2. Communicates student progress, confers with classroom teachers in a collaborative model, and assists in parent-teacher conferences upon request.
3. Maintains record of services for all students served.
4. Participates in district-wide, building level, or individual professional development trainings.
5. Coordinates a schedule with multiple students at multiple sites.
6. Maintains awareness of student goals and objectives.
7. Maintains, submits, and meets deadlines of required paperwork for migrant program.
8. Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.
9. Communicates regularly with building principal and Special Services Director.

### **COMPETENCIES:**

1. Ability to maintain confidentiality;
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
3. Ability to assist with all aspects of a daily routine, including distributing and collecting supplies, keeping attendance records, and grading as needed;

4. Ability to understand classroom methods and other information quickly and be able to put methods into practice;
5. Ability to provide one-on-one instructional assistance in assigned areas;
6. Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs;
7. Skills in Math, Reading, and English at a high school level or beyond;
8. Knowledge of school-age children's behavior and behavior modification;
9. Knowledge of how to operate a personal computer and related software;
10. Knowledge of Grade Level Equivalents and Alaska State Standards;
11. Effective interpersonal, communication, conflict resolution, time management, and record-keeping skills.

#### **SUPERVISORY RESPONSIBILITY:**

This position assists in the supervision of the students they are working with in a one-on-one or group setting.

#### **WORK ENVIRONMENT:**

This job operates in a professional classroom environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The occupant of this position may be required to occasionally travel between school buildings.

#### **PHYSICAL DEMANDS:**

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additional physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, excessive typing, speaking, hearing conversations, and near/far visual acuity, depth perception, and field of vision.

#### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time position with benefits. Days and hours of work are Monday through Friday, 8:00 a.m. to 3:30 p.m. (6.5 hours/day). This position operates for 180 days out of the year.

Salary Grade Level B

#### **TRAVEL:**

Some travel may be expected for this position.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. Must meet the definition of Federally Qualified Paraprofessional (2-year college degree, 48 college credits, or a passing score on the ParaPro Exam).

3. Successful experience in maintaining accurate records and implementing plans.

**PREFERRED EDUCATION AND EXPERIENCE:**

1. Additional education or experience working in a collaborative, instructional environment.
2. Experience in cross-cultural communication styles.
3. Proficiency in Spanish strongly preferred.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

None required for this position.

**EEO STATEMENT:**

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**SIGNATURE**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

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Employee

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Date