# AUSTIN ISD
# JOB DESCRIPTION

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| JOB TITLE: | **GF PART TIME TUTOR INSTRUCTIONAL CERTIFIED** | | | PAY GRADE: | **P/T (CHART)** |
| JOB CODE: | | FLSA STATUS: | **NON-EXEMPT** | DATE REVISED: | **04/04/2024 HC** |
| DUTY DAYS: | | LEGACY JOB CODE: | | | |
| FUNDING SOURCE: | **THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON THE AVAILABILITY OF FUNDS.** | | | | |

**AUSTIN ISD EQUITY STATEMENT:**

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.*
  *https://nationalequityproject.org/*

-Austin ISD Board President, February 2019

**MINIMUM QUALIFICATIONS**

A Bachelor's degree from an accredited college or university is required. A valid Texas teaching certification is required.

**SKILL REQUIREMENTS**

This position requires the ability to apply knowledge of current education and instructional theories, methodologies, techniques, and principles, knowledge of subject matter, and knowledge of State, local and Federal laws and regulations affecting the lives and education of students. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

- Ability to follow course curriculum.
- Must work well with students and school staff.
- Excellent & effective communication skills.
- Strong foundation of Language Arts of Mathematics is preferred.
- Has a basic understanding of subject areas to be taught and ability to interact with and relate to students.
- Excellent organizational skills and interest in working with diverse populations.

**JOB PURPOSE AND RESPONSIBILITY**

Tutors will work with students to target areas of weakness as well as support the lessons currently being taught in the classroom.

**ESSENTIAL FUNCTIONS**

- Confer with campus leadership—curriculum coaches, grade level and department heads, and campus principals.
- Respect the confidentiality of the tutoring relationship.
- Use coaching and collaboration time effectively.
- Provide feedback on program effectiveness to site administrators, program staff, and program evaluation.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

**OTHER DUTIES AS ASSIGNED**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT**

This position involves working in a normal office setting with no unusual physical demands or exposure to hazardous situations. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS**

This position reports directly to appropriate administrator or department supervisor on campus.

*The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.*

**I have read & acknowledge the job description above.**

| **Employee Signature:** | | **Date:** | |
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