

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** High Intensity Math Tutor, Grant Funded

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**FLSA:** Exempt

### GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved in providing academic math assistance to identified students through the BCSD High Intensity Tutoring pilot program. The teacher reports to the school Principal. The HIT pilot program is directed by the Division of Academics and Innovation.

### ESSENTIAL FUNCTIONS

Works exclusively on the High Intensity Tutoring pilot program duties;

Implements the Evidence Based math program with fidelity to address identified student's academic math needs;

Maintains required, accurate records and student data to be provided to appropriate personnel on identified due dates;

Participates in staff development and training when directed for specific HIT job duties and responsibilities;

Works collaboratively with district and school staff as needed to implement the responsibilities of the pilot program;

Communicates appropriately with tutoring student's families and instructional support staff.

### JOB SPECIFICATIONS

#### Education and Experience:

Education and experience as required by state certification authorities or appropriate program credentials. Specific training in intervention and/or instructional differentiation strategies preferred.

#### Knowledge:

Job requires knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position; knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning; knowledge of the records, forms and reports which must be prepared and maintained; knowledge of proper maintenance of equipment, materials and supplies used in activities; knowledge of counseling methods necessary for handling student academic and adjustment problems; and knowledge of the materials and information which must be prepared for classroom instructional activities.

#### Skills/Effort:

Job requires the ability to provide instruction to students through explanation, demonstration and/or supervised practice, ability to supervise students and maintain order in various classroom and instructional activities and situations; ability to operate general office equipment in the performance of daily activities; ability to prepare lesson plans, tests, and instructional materials for classroom activities; ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents/guardians; ability to communicate effectively with students and their parents/guardians, district staff, and all other groups involved in the activities of the job.

**Working Conditions:**

Physical demands are restricted to general instructional activities requiring movement/lifting items weighing up to 35 pounds. Local travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Berkeley County School District is a smoke free district.

**Responsibility:**

Supervises students in small group classroom setting.  
Responsible for required reports and data management.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____