

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Extended Day Academic Tutor (Certified Temporary)

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved in providing academic assistance to students beyond the school day. The teacher reports to the school Principal.

ESSENTIAL FUNCTIONS

Works collaboratively with classroom teachers, administrators, interventionists and other staff members and parents to assist students in reaching their academic goals;

Provides standard based instruction to address the student's academic needs;

Maintains required, accurate records and student data to be provided to appropriate personnel;

Participates in staff development and training when required for specific job duties;

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Education and experience as required by state certification authorities or appropriate program credentials.

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 classroom/home/community

Revised: 8/22/2019

Supervises instructional aides and volunteers as assigned

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: _____