

**BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	TUTOR	File 311
Reports to:	Principal	
Job Objective:	Plans, implements, and assesses student learning experiences for assigned students. Strives to help students grow academically and make appropriate choices. Facilitates parental involvement.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate appropriate for the position.· Meets all mandated health screening requirements.· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.· Commitment to keep current with skills essential to the objectives of the position.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Prepares the classroom or designated area for instruction.· Consults with teachers to clarify classroom assignments and review intervention strategies.· Schedules individual/group sessions. Teaches assigned students.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Maintains a thorough understanding of subject matter. Collects, organizes, and prepares teaching materials. Organizes appropriate subject content and learning goals.· Reinforces concepts introduced in inclusive educational settings. Varies instructional techniques to address student learning styles. Makes teachers aware of concerns and emerging issues.· Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.· Uses formal and informal assessment strategies to monitor student progress.· Helps students identify and make use of supplemental instructional/media resources.· Promotes self-reliance, problem-solving, critical-thinking, creativity, and cultural awareness skills.· Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.· Collaborates with other staff. Shares knowledge and resources that enhance student learning.· Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).· Consults with support personnel and families to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relationships, social/emotional support, etc.).· Assists in the response to intervention (RTI) process when required.· Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.· Promotes the proper use and care district property.· Prepares/maintains accurate records. Submits required paperwork on time.· Maintains the confidentiality of privileged information.· Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.· Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.· Supervises assigned non-classroom activities.· Participates in staff meetings, conferences, and other required school activities.· Assumes personal responsibility for professional growth.· Supports workplace initiatives that enhance personal productivity and advance district goals.· Maintains a professional appearance. Wears work attire appropriate for the position.· Provides prompt notification of delays or absences.· Performs other specific job-related duties as directed.	
Abilities Required:	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none">· Anticipates time constraints. Manages tasks efficiently to meet deadlines.· Averts problem situations and intervenes to resolve conflicts.	

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Manages individual and group interactions skillfully.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ENGLISH AS A SECOND LANGUAGE (ESL) TUTOR**

File 312

Reports to: Principal

Job Objective: Facilitates cultural and academic assimilation of ESL students. Plans, implements, and assesses student learning experiences. Strives to help students grow academically and make appropriate choices. Facilitates parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- TESOL certification is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Commitment to keep current with skills essential to the objectives of the position.
- Proficiency in ESL instructional techniques.
- Ability to organize community support for ESL assimilation activities.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides English as a Second Language (ESL) program information to families. Assists with registration, orientation, and follow-up activities for ESL students.
- Promotes an atmosphere of hospitality and acceptance. Schedules home visits when necessary to improve communications, resolve problems, and/or facilitate transition activities.
- Prepares the classroom or designated area for instruction. Teaches assigned classes.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Implements protocols to safeguard student information shared with staff and/or referral sources.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Maintains a thorough understanding of subject matter. Organizes appropriate subject content and learning goals. Develops lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates academic needs of students. Develops effective educational experiences that engage and stimulate student learning. Varies instructional techniques to address student learning styles. Reinforces concepts introduced in inclusive educational settings.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Uses formal and informal assessment strategies to manage student learning and monitor progress.
- Helps students identify and make use of supplemental instructional/media resources.
- Promotes self-reliance, problem-solving, critical-thinking, creativity, and cultural awareness skills.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Evaluates student achievement/performance. Prepares progress reports.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Consults with support personnel and families to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relationships, social/emotional support, etc.).
- Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.
- Assists in the response to intervention (RTI) process. Helps prepare and implement an Individualized Education Plan (IEP) for classroom students meeting eligibility requirements.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management plans when required.
- Serves as a resource to classroom teachers serving ESL students. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
- Promotes the proper use and care district property.
- Prepares/maintains accurate records. Submits required paperwork on time.

- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
- Supervises assigned non-classroom activities.
- Participates in staff meetings, conferences, and other required school activities.
- Assumes personal responsibility for professional growth.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Manages individual and group interactions skillfully.
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