

# **CANFIELD LOCAL SCHOOLS**

## **Job Description**

**Position:** Tutor

**Reports to:** Teacher and Building Principal

### **Qualifications**

1. Certificate, license, or other legal credentials required.
2. Degree(s) required and area of major study.
3. Kind and amount of prior job experience required.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Job Goal**

- To assist the teacher achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.
- or-
- To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

### **Performance Responsibilities**

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher/IEP Team in devising special strategies for reinforcing material or skills based on an empathetic understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by teacher.
6. Distributes and collects workbooks, paper, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Assists with such large group activities as drill work, reading aloud, and storytelling when directed by the teacher.
10. Reads to students, listens to students read, and participates in other forms of oral communication with students.
11. Alerts the regular teacher to any problem or special information about an individual student.

12. Maintains a high level of ethical behavior and confidentiality of information about students.
13. Participates in inservice training programs, as assigned.
14. May be assigned to other relevant duties within tutor classification.
15. Develops and participates in implementation of Individualized Education Programs (IEPs) for students with disabilities.
16. Monitors progress toward Individualized Education Programs (IEPs) goals and objectives for students having disabilities.

### **Reading and Mathematics intervention Tutors**

1. Assist in the identification of students needing additional support in reading and mathematics.
2. Assist in classroom teachers in providing reading and mathematics intervention to identified students
3. Monitor and communicate all student progress with the classroom teacher and parents.
4. Follow any instructions provided by the classroom teacher and/or the building principal.