Charleston County SCHOOL DISTRICT

POSITION: Tutor (Temporary) - Math	**DBM (PAY GRADE):** N/A
DEPARTMENT/SCHOOL: N/A	**ADDRESS:** N/A
REPORTS TO (TITLE): N/A	**ANNUAL WORKDAYS:** -Select-
POSITION CATEGORY: Classified Hourly	**FLSA STATUS:** Non-Exempt

POSITION SUMMARY:

To support students by providing direct instructional support. Tutors will work with students in study groups and individually, assisting them in all academic areas. In addition, they will serve as role models to students. Certified Tutors are compensated $35.00/hr. and Non-Certified Tutors are compensated $17.00/hr.

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: Other

WORK EXPERIENCE & SKILLS:

Certified Tutor must have a Bachelor's degree or higher; and

Non-Certified Tutor must have at least a High School Diploma or Equivalent.

CERTIFICATION/ENDORSEMENT/LICENSING:

Must hold a teacher certification in South Carolina to be considered a Certified Tutor.

PRIMARY POSITION RESPONSIBILITIES: (15 MAX)

Provide one-on-one or small-group math instruction tailored to each student's current grade level and curriculum and assess student's current math skills;

Discuss the trouble area the student is having, either with a specific lesson or understanding a particular math concept;

Develop lesson plans that enable the student to better grasp math concepts;

Build core numeracy skills through targeted, personalized support;

Assist the math interventionist with progress reports for parents and students;

Monitor student improvement over time, adjust teaching strategies as needed;

Build a safe, encouraging environment that reduces academic stress and promotes independent study;

Stay updated with school grade-level math standards (such as counting, place value, addition/subtraction, fractions, measurement, etc.);

Administer practice checks or mini-assessments to log student growth and create personalized progress updates; and

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PRIMARY POSITION RESPONSIBILITIES (15 MAX), CONTINUED:

Perform other duties as assigned to meet students educational goals.

PREFERRED QUALIFICATIONS & OTHER SKILLS:

SECONDARY POSITION RESPONSIBILITIES:

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 0 # of Classified Hourly 0 # of Administrators or Teachers

PHYSICAL/MENTAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision.

This also includes the capacity to understand, remember, and carry out job-related instructions; maintain attention and concentration sufficient to complete assigned tasks; exercise sound judgment; manage multiple priorities; and respond appropriately to changing work demands. The position requires the ability to communicate effectively, solve problems, and interact professionally with students, staff, administrators, and the public in a variety of settings, including situations that may involve time-sensitive deadlines or heightened levels of activity.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

APPROVED BY AND REVISED DATE: