

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Program Tutor

Qualifications:

1. Must be currently enrolled in college or have a Bachelor's Degree or higher (preferred)
2. Effective communication skills with students and adults
3. Strong analytical and problem-solving skills
4. Demonstrated responsibility and reliability
5. Experience with core subject matter (preferred)

Reports To: Assigned Teacher and Building Principal

Supervises: N/A

Objective: Under the guidance of the assigned teacher, assists students in learning a variety of skills and content.

Performance Responsibilities:

- A. Works with students on assignments at the school individually or in groups
- B. Reviews recently graded work and assists students with problems or questions the student did not answer correctly
- C. Serves as a role model for students
- D. Supports student mastery of various content subject areas
- E. Assists in teaching study skills and other skills necessary for success
- F. Communicates regularly with the other staff members regarding student progress and areas of concern
- G. Holds high expectations for all students
- H. Takes notes for future follow-up or communication with other staff members during tutoring sessions
- I. Communicates with parents/guardians about trouble areas or any other issues that requires attention, as directed
- J. Attends all required in-person trainings and completes all mandated online trainings
- K. Performs other related duties, as assigned

Terms of Employment: At-Will position, compensated at an hourly rate as approved by the Board of Education  
Currently employed Unit 4 licensed staff members are compensated at \$32.50/hr  
All others with a Bachelor's Degree or higher are compensated at \$20/hr  
All others without a Bachelor's Degree or higher are compensated at \$15/hr

Evaluation: Performance will be evaluated by the Building Principal or his/her designee with input from the assigned Teacher on a continuous basis

FLSA Status: Non-Exempt

Status: Last Revised August 12, 2021