

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Tutor - Non-Certified	STATUS:	Non-Exempt
REPORTS TO:	Campus Principal	TERMS:	Days Vary
DEPARTMENT:	Assigned Campus	PAY GRADE:	\$25 per hour

PRIMARY FUNCTION

To assist at-risk students in making progress to the next grade level, overcome deficits in core learning areas and work towards passing state assessments.

All employees of Cleveland ISD are expected to act with integrity, support organizational goals, demonstrate the ability to inspire, grow and motivate others, utilize feedback, drive for results and commit to championing the needs of our students and employees, and drive continuous improvement.

QUALIFICATIONS

Education/Certification:

Non-Degreed: HS Diploma - 60 college hours/AA degree from accredited university

Degreed: Bachelor's or master's degree from accredited university

Special Knowledge/Skills:

Knowledge of core academic subject assigned

Ability to instruct and communicate (both verbally and in writing effectively)

Ability to successfully interact with students, professional employees, parents and district patrons

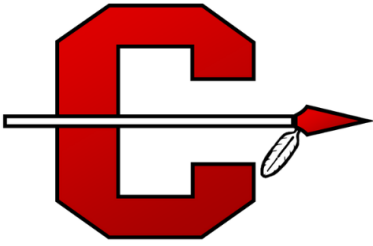
Effective organization and interpersonal skills Ability to follow oral and written instructions Ability to successfully interact with students, professional employees, parents, and district patrons

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Assist students with learning loss and extra assistance in regaining skills at the beginning of the school year and throughout the school year.
2. Reviewing classroom or curriculum topics and assignments.
3. Assisting students with homework, projects, test preparation, papers, research and other academic tasks.
4. Working with students to help them understand key concepts, especially those learned in the classroom.
5. Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions.



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6. Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics.
7. Developing and distributing teaching materials to supplement classroom lessons, including study guides.
8. Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation. Providing students positive and constructive feedback.
9. Offer feedback on progress to students' parents and teachers where appropriate.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date