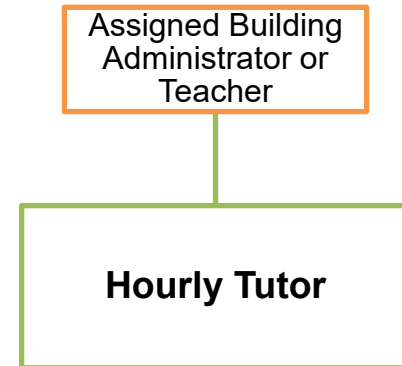


## HOURLY TUTOR

<b>Job Title:</b>	Hourly Tutor
<b>Initial:</b>	June 16, 2015
<b>Revised:</b>	August 13, 2025
<b>Work Year:</b>	Assigned Part-Time Calendar
<b>Department:</b>	Assigned School Location
<b>Reports To:</b>	Assigned Building Administrator or Teacher
<b>FLSA Status:</b>	Non-exempt
<b>Pay Range:</b>	Flat hourly rate

### Related Organization Chart



**POSITION SUMMARY:** Hourly Tutors work extensively with students, in a one-on-one or small group setting, to help improve specific foundational skills and knowledge in reading, writing, mathematics, or other content areas.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Cooperates with teachers, instructional coaches, and other staff to design methods of learning that are appropriate for each child.
- Provides direct instruction and guided practice for students in a one-on-one or small group setting.
- Consults with school staff, using assessment and data to target students who need additional remediation, in order to meet specific needs of each student.
- Administers assessments as needed.
- Collaborates with school staff concerning scheduling, use of materials, and workspace.
- Engages parents regarding student progress, via email, phone, and formal meetings if asked to do so.
- Performs other related duties as assigned.

**Supervision & Technical Responsibilities:** This position has no supervisory responsibilities at this time.

**Budget Responsibility:** This position has no budgetary responsibilities at this time.

### QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

#### Education & Training:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- 
- Bachelor's degree preferred.

**Experience:**

- Previous teaching experience preferred.
- In lieu of previous teaching experience, may consider tutoring experience along with appropriate education and training.

**Knowledge Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Google application and Microsoft Office.

**Certificates, Licenses, & Registrations:**

- Current or previous teaching license preferred.
- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*