



Academic Skill Center Tutor (Certified/Non-Certified)

Reports to: Principal

Division: School-Based

Structure/Grade:

Certified \$35/hour
Non-Certified \$18/hour

Workdays:

180 Days

Position Summary

Academic Skill Center Tutors provide focused tutoring support in various content areas and support students in developing executive functioning skills. The ASC Tutor provides frequent tutoring support to students during their regular school day. ASC Tutors will collaborate with the Lead ASC Tutor, colleagues, and educators to successfully tutor students within the DeKalb County School District.

Essential Job Duties

- Provides tutoring support to small groups of students assigned to the Academic Skills Centers.
- Collaborates with the Lead ASC Tutor, fellow staff, volunteer tutors, and Assistant Principal to identify the appropriate resources, strategies, and tools to assist students in unfinished learning.
- Assists students in setting individual goals and helps students monitor their progress towards achieving these goals.
- Guides students as they engage with appropriate learning activities, resources, and/or supports.
- Monitors student behavior for the purpose of creating a learning environment that is physically and emotionally safe for all students and staff.
- Models dialogue, turn-taking, listening skills, kindness, and empathy for the purpose of demonstrating appropriate social and interpersonal behavior.
- Prepares a variety of written materials (e.g., attendance, anecdotal records) and maintains accurate data for the purpose of documenting student progress and meeting requirements.
- Communicates and collaborates with educators and families to ensure teachers and families are informed about student progress.
- Engages in Professional Learning sessions as assigned.
- Performs other duties as assigned.

Qualifications

- **Certified Tutor:** Bachelor's degree from a Georgia Professional Standards Commission-approved, accredited college or university required.
- **Non-Certified Tutor:** High school diploma or GED equivalent required.
- Minimum of three (3) years of experience required working with children.
- **Certified Tutor:** Valid Professional Standards Commission-approved certificate in the appropriate educational field at level T-4 or above required.
- **Non-Certified Tutor:** None



Knowledge, Skills, and Abilities

- Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school district policies and state laws; DCSD policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.
- Skill in effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.
- Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school district and state guidelines, demonstrate patience and appropriate, professional demeanor when interacting with students, especially while presenting information to students that is new or unfamiliar.

Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 5/9/2025