



Academic Skill Center Tutor Lead

Reports to: Principal

Division: School based

Structure/Grade: 108

Workdays: 190

Position Summary

Provide focused tutoring support in various content areas and support students in developing executive functioning skills. The ASC Tutor provide 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

- Serves as liaison between educators and Academic Skill Center Tutors.
- Plans and facilitates meetings with ASC tutors as necessary to solve challenges, communicate information, build, and maintain positive relationships and community.
- Collaborates with Principal and other educators on a regular basis to discuss student progress, as well as the most effective resources, strategies, tools to support student growth.
- Provides tutoring support to small groups of students assigned to the Academic Skills Centers.
- Ensures tutors are supervised in their interactions with students
- Assists students in setting individual goals and assists students with monitoring their progress towards achieving these goals.
- Facilitates communication and collaboration between educators and tutors, and tutors and families. Supports tutors in successful educator and family communication and ensures communication expectations are fulfilled.
- 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, empathy, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.
- Attends and leads meetings as appropriate.
- Performs other duties as assigned

Qualifications

- High school diploma or GED required. Minimum sixty (60) semester hours or ninety (90) quarter hours of college courses completed with a grade of a C or higher from a Professional Standards Commission approved accredited college or university is required.



Knowledge, Skills, and Abilities

- Ability to maintain order in a classroom setting
- Ability to counsel students with academic difficulties and behavioral problems
- Effective oral and interpersonal communication skills
- Good computer skills, including the ability to use all relevant software
- Good problem-solving skills
- Strong attention to detail
- Ability to manage and supervise students
- Ability to create a safe and nurturing learning environment for young or special needs students
- Ability to follow clear and established processes
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to develop stable working relationships internally
- Ability to exchange information with a range of internal constituents"

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- 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.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

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 and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

Reviewed/Revised: 5/8/2025