

## POSITION DESCRIPTION

**POSITION:** Homebound/Home-Based Instructional Tutors

**PURPOSE:** The Homebound/Home-Based Tutor provides instructional tutoring to students who are not able to attend school due to a variety of reasons. Tutors either go to the student's home if the student cannot leave home, or they meet with the student in a mutually agreed upon public location. Tutors work with the educational team to determine academic areas of focus.

**PRIMARY CUSTOMERS:** **Internal:** Assigned students and educational team  
**External:** Students and parents

### POSITION QUALIFICATIONS:

#### Education/Certification:

- A current, active MN teaching license is required.
- A special education license is required for tutoring students who receive special education services.

#### Experience:

- Ideal candidate will have academic tutoring experience with students at the elementary and/or secondary levels.
- We are also seeking candidates who have experience working with students who have disabilities.

#### Qualifications:

- Must have the ability to build positive working relationships with assigned students, parents, and staff.
- Must be proficient with current technology used to support student learning.
- The ability to support instructional goals and designated outcomes for assigned students and to clearly communicate those to learners.
- The ability to support the assessment of learning outcomes achieved by assigned students using various progress monitoring methods to monitor the effectiveness of teaching strategies.
- The ability to support instruction that recognizes diverse populations
- The ability to communicate effectively with students, parents, and staff members.
- Demonstrates fair and ethical judgments.

All positions are designed to support the **MISSION** of the Eden Prairie School district:  
**Inspiring Each Student Every day.**

**ESSENTIAL RESPONSIBILITIES:**

**1. Instruction and collaboration.**

- a. Support daily instructional plans, based on individual student need.
- b. Use a variety of academic assistance strategies such as group work, mini-lessons, exploration, questioning, discussion, and other cooperative teaching techniques.
- c. Use a variety of assessment strategies.
- d. Develop healthy self-esteem in students. Structure academic support sessions that encourage risk-taking in learning.

**2. Data management.**

- a. Maintain progress monitoring records for student achievement. Regularly analyze student learning data to inform instructional decision-making and intervention practices. Recognize patterns in learning and attendance to ensure intervention and instruction match student need.

**3. Leadership.**

- a. Use progress monitoring data to collaborate with building educational team to report student progress and proactively identify math intervention programming.

**4. Other duties as assigned.**

**STANDARD MEASURES OF ACCOMPLISHMENT:**

- 1. Students are on track with making progress towards standards
- 2. Students are completing assigned work
- 3. Students are prepared to return to school

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

**TERMS OF EMPLOYMENT:**

Classification Number:	Hourly Rate per EPEA Contract
Hours/Week:	TBD*
Days/Year:	TBD*

**EVALUATION:**

A continuous performance improvement process will be developed with the supervisor.