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**Job Title:** Tutor (Part-time/No Benefits)

**Wage/Hour Status:**

**Reports to:** Campus Principal

**Pay Rate:** Vary

**Dept./School:** Assigned Campus

**Date Revised:** 09/2023

**Primary Purpose:**

Tutors will work one-on-one and in small groups with students with a primary focus on the core subject assigned. Upon request, tutors work with teachers to provide special assistance—to groups and individuals to provide a deep understanding of the core subject concepts. Tutors may also be asked to work regularly with students who speak English as a second language or students with special needs or circumstances.

**Qualifications:**

**Education/Certification:**

- High school diploma or GED equivalent (recognized by the Texas Education Agency or regional accrediting agency)
- Undergraduate degree from or current enrollment in an accredited college or university
- Applicant must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant

**Special Knowledge/Skills:**

- Tutors must already possess advanced skills in the core subject area assigned in order to articulate, teach, and reinforce the subjects' concepts
- Tutors must be able to work with students in a manner that is encouraging, and which fosters confidence in the math.
- Tutors must be trustworthy, reliable, and detail oriented
- Tutors must possess a positive attitude towards colleagues and clients
- Tutors must be able to work independently and to take initiative in fulfilling responsibilities
- Tutors are committed to reflection and growth in their practices; therefore, they take feedback seriously
- Possess excellent communication and computer literacy skills
- Ability to be prompt and have reliable attendance on scheduled days

**Experience:**

- Minimum of 2 years teaching, instructing, or tutoring experience working with youth in public schools, church related schools, day camps, youth groups, private schools, licensed day care centers or other approved settings preferred

**Major Responsibilities and Duties:**

1. Tutors must provide tutorial assistance in the core subject areas.
2. Tutors must support their staff colleagues in maintaining the integrity and efficiency of this student-run support service.
3. Maintain a positive attitude and develop respectful relationships with students and faculty.
4. Tutors must maintain the confidentiality of our clients and services.
5. Tutors must be dependable and punctual in their duties, in the completion of assigned tasks, and in notifying the appropriate staff personnel when conflicts or problems occur.
6. Attendance at work is an essential job function.
7. Other duties as assigned in the best interest of the district.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Equipment/ Tools Used:** Desktop Computer, Copier Printer and Desk Phone

**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 (under 15 pounds).

**Environment:** May work prolonged or irregular hours.

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

**Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.**

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date

Print Name

Employee ID#