



Job Title: Academic Tutor Title I

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: June 2024

Dept./School: Assigned Campus

Pay Grade: PTHRLY

Primary Purpose:

Provide supplemental practice and learning support to students to aid in targeted skill development. Use interventions as guided by campus administration and conduct individual and small group sessions as needed to support students.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Demonstrated competency in the core academic subject area assigned

Experience:

- Some student teaching, approved internship, or related work experience
- Some experience working with children in an educational setting

Special Knowledge/Skills:

- Knowledge of the academic subject assigned
- Basic knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Instructional Strategies

1. Follow the teacher's lesson plans and present information and instruction to help students learn subject matter and skills.
2. Collaborate with campus teachers and administration to support successful academic implementation.
3. Plan and utilize appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect an understanding of the learning styles and needs of students assigned to and present in the subject matter, according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEPs).
5. Collaborate with other staff members to establish instructional goals, objectives, and methods per district requirements.

Student Growth and Development

6. Be a positive role model for students and support the school district's mission.
7. Ensure confidentiality of all students' records, test scores, and personal information.

Classroom Management and Organization

8. Maintain an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

9. Manage student behavior per the Student Code of Conduct and the student handbook.
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Maintain records and other documents required.

Communication

12. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

13. Participate in professional learning activities to improve job-related skills.
14. Comply with state, district, and school regulations and policies for classroom teachers.

Other

15. Follow district safety protocols and emergency procedures.
16. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____