



Greater Albany Public Schools **Licensed Tutor**

Salary Level: Current licensed sub rate
Classification: Non-Staff/Extra Duty

Reports to: Administrator
Shift: To be Determined

Minimum Qualifications:

- Current Oregon Licensure through Teachers Standards and Practices Commission valid for the assignment
- Valid Driver's License and reliable transportation
- Criminal history verification/clearance

Performance Responsibilities/Duties:

- Appreciation for all students regardless of their circumstances.
- Plans and implements instructional programs commensurate with assigned student's ability.
- Maintains all District records and reports related to the program and submits them as required.
- Collaborates with District and other appropriate personnel in the development of Individual Educational Plans (IEP's).
- Maintains open lines of communication with students, parents and staff regarding academic and behavioral progress.
- Administers performance indicator tests and maintains records on grade and competency activities.
- Attends and participates in district meetings as directed.
- Follows specified standards, policies, and procedures of the program and district.
- Demonstrates knowledge of legal and ethical rights and responsibilities. Other duties as assigned.

Knowledge/Skills/Abilities:

- Must be able to accept constructive feedback.
- Must be able to organize and manage time and manage multiple tasks. Must possess excellent verbal and written communication skills.
- Ability to develop and maintain effective communications and working relationships with other employees, clients, and their families as well as the patrons of the district. Ability to demonstrate professional behavior by adhering to organizational policies and procedures, and assuming authority appropriately.

- Must maintain adequate personal grooming consistent with professional appearance. Must pursue education or training necessary to perform at the level of competence required relevant to specific job responsibilities.

Workplace Expectations:

- The employee will maintain regular attendance in accordance with applicable rules and will arrive for work fit for duty.
- The employee is dressed and groomed in a clean and appropriate professional manner for the assignment and work setting.
- The employee will manage the use of district property, equipment and materials effectively and economically.
- Ability to access reliable wifi.

Notes: This is a brief description/summary of the position.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

I have read and understand this job description.

Signature: _____ **Date:** _____