



Middletown City School District
Job Description

Title I Reading/Math -Tutor

EMIS Position Code 204

Qualifications

1. Baccalaureate degree in field of education.
2. Holds a current and valid Ohio Teaching Certificate/License. Meets HQT requirements for grade level and subject area.
3. Must hold either Master's in Reading, meet state required reading criteria, or Reading Endorsement or be willing to earn endorsement within first year of employment, for Title I Reading Tutors.
4. Demonstrates a sincere desire to aid all students.
5. Acceptable BCII report and FBI report.
6. Ability to meet all job expectations and objectives.
7. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Supervises

Supervises students

Job Goals

1. To provide direct instruction to students identified as eligible for reading or math services in individual, small group, and/or full classroom settings.
2. To use identified needs to guide the learning process toward student achievement of district's literacy/mathematics content standards.
3. To monitor students to evaluate their growth in reading, math, and/or literacy.
4. To further the mission and vision of the school district.

Reporting

Middletown City School District Sr. Director of Curriculum and Instruction

Performance Responsibilities

1. Create a classroom environment and research-based program of study that are conducive to learning and appropriate to the maturity and interests of the students.
2. Deep understanding of scientific-based reading research and evidence-based practices for teaching reading/math and assessing student progress toward achievement of benchmarks.
3. Knowledge of research-based strategies in literacy/mathematics.
4. Conduct reading assessments, gather and assist in analyzing data, and write reports related to literacy/mathematics.
5. Demonstrate and use knowledge of developmental stages of reading, best instructional practices in reading, and high quality research-based interventions.
6. Implement district adopted programs as directed by the district curriculum office.
7. Embrace professional development as a means to develop personal skills, knowledge and abilities to enhance reading/mathematics instruction.
8. Provide appropriate activities that will help learners meet the objectives.
9. Assess student progress as required by adopted program and/or district.
10. Maintain accurate pupil records and become familiar with the additional assessment records of all students being served.
11. Use assessment data to monitor student progress and determine appropriate reading strategies and/or interventions.

Performance Responsibilities

Continued:

12. Provide for the care and protection of district property.
13. Create student-centered lessons that target the student(s) reading/mathematics deficiencies.
14. Keep an active record of texts, supplies, and equipment used in the classroom.
15. Assist in the selection of program materials, equipment, and other instructional materials.
16. Attend district and faculty meetings when necessary.
17. Uphold district policies and procedures.
18. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
19. Perform all other duties as assigned by the Sr. Director of Curriculum and Instruction.

Other information associated with this position

Additional working conditions may include:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with unruly people.
4. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
5. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
6. Travels to meetings and work assignments.

Status: Non-Exempt

Employment Status: 180 days

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.

Revised: 02/25/2014