

***Project On-Track: Literacy Tutor***  
***FLSA Status: Non-Exempt***

**QUALIFICATIONS**

1. Minimum high school diploma or G.E.D.
2. 48 semester hours of college credit or score of 456 on ParaPro Assessment
3. Meets health and physical requirements.

**JOB GOAL**

To provide assistance to teachers, secretaries, and clerical personnel when needed

**ESSENTIAL FUNCTIONS**

1. Participate in professional trainings for instructional platforms and materials to be used with students.
2. Familiarize yourself with resources provided by Project On-Track in Google Classroom.
3. Design tutoring sessions based on Project On-Track based on Project On-Track training and protocols; follow all expected ratios and lesson plans.
4. Prepare supporting materials prior to tutoring sessions.
5. Possess time management skills so that tutored students may accomplish their goals (finish a lesson each day in Amplify; follow time suggestions in grades 3-5).

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 lbs., or the average weight of a child, if assigned to elementary grades, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Crawling
7. Reaching
8. Talking
9. Hearing
10. Seeing

**VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

**TEMPERAMENT (Personal traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity

3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with students

### **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them
3. Manual Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately
4. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures
5. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color

### **WORK CONDITIONS**

Normal working environment

### **TERMS OF EMPLOYMENT**

1. 150 day contract, up to 5 hours per day.
2. Tutoring pay rate, \$30 per hour noncertified, \$35 per hour certified.

### **IMMEDIATE SUPERVISOR**

Classroom teacher and/or principal

### **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.