POSITION TITLE: Academic Tutor

JOB SUMMARY
Under direct supervision, tutors and assists students in a variety of academic areas, individually or in small groups, to help them master assignments and to reinforce learning concepts presented by classroom teachers. Discusses assigned duties with classroom teachers to coordinate instructional efforts.

MAJOR DUTIES & RESPONSIBILITIES

<table>
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<th>List most important duties first</th>
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<td>1. Assists students in the development of learning skills.</td>
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<td>2. Reviews and becomes familiar with textbooks and materials used by students.</td>
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<td>3. Assists in academic activities with selected students either one-on-one or in small groups.</td>
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<td>4. Observes and assesses the students' needs and records relevant data to assess progress.</td>
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<td>5. Develops tutorial strategies with the goal of bringing children to or above their expected academic grade level.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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### EDUCATION
High School Diploma or GED

### WORK EXPERIENCE
No experience

### TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Office Equipment (Computer, Copier)

### LEADERSHIP RESPONSIBILITIES
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

### WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

### BUDGET AUTHORITY
No budget development activity is required.

### PROBLEM SOLVING
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

### IMPACT OF DECISIONS
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

### COMMUNICATION/INTERACTIONS
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

### CUSTOMER RELATIONSHIPS
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

### WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.