

Job Title: Degreed or Certified Tutor – Title I
Reports to: Principal and teacher(s) assigned
Dept./School: Assigned Campus
Wage/Hour Status: Non-Exempt
Pay Grade: HISD supplemental pay rate
Dated Revises: April 2021

***This is a Title I funded position (100%)**

Primary Purpose:

Provide small group instruction to identified group(s) of students in the core academic area(s). Working to coordinate Title I resources to accomplish the academic achievement goals of the schoolwide campus.

Qualifications:

Education/Certification

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Special Knowledge/Skills

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

Major Responsibilities and Duties:

1. Work cooperatively with classroom teachers to provide intensive small group instruction to meet the needs of at-risk students during and/or after school.
2. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Work cooperatively with classroom teachers to gather individual student achievement data to provide appropriate instructional and learning strategies, activities and materials that reflect the individual needs of students assigned.
4. Provide support with ongoing assessment of student progress and achievement.
5. Provide a learning environment conducive to learning and appropriate for the physical, social, and emotional development of students.
6. Manage student behavior in accordance with campus expectations and the Student Code of Conduct.
7. Maintain confidentiality with information about students and their families.
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Present a positive role model for students that supports the mission of the campus and the school district.
10. Maintain a professional relationship with staff, students, parents and community members.
11. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Maintains emotional control under stress. Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting. Frequent walking with regular light lifting and carrying (less than 15 pounds).

**Title I, Part A of the Elementary and Secondary Education Act (ESEA) is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close achievement gaps.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date

Supervisor Signature

Date