

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

---

**POSITION TITLE: Tutor**

**DEPARTMENT/BUILDING: Elementary  
School Buildings**

**LOCATOR:**

**POSITION CLASSIFICATION: B-2-1  
(Office Use Only)**

---

**TITLE OF IMMEDIATE SUPERVISOR:  
Principal and Learning Specialist**

**BARGAINING UNIT:  
LEAF**

---

**POSITION SUMMARY:**

**The purpose of this position is to assist the elementary classroom teacher in providing remedial support for identified students. Specific duties will vary between buildings depending on their individual needs.**

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Provides remedial support for identified students in the areas of reading and math in order to help them reach grade level benchmarks.
2. Assess student mastery of concepts using criteria prepared by a licensed teacher, document students' progress on an on-going basis and at regular intervals
3. Conducts small group activities designed by the classroom teacher in the areas of reading and math.
4. Works with individual students and small groups to reinforce the skills introduced by the teacher
5. Communicates with the teacher and learning specialist regarding student needs and concerns
6. Attends bi-weekly tutor meetings with the Learning Specialist and attends building in-services as related to the tutor position.
7. Performs other duties as assigned by the Classroom Teacher and/or Learning Specialist.

---

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Assists in monitoring district and statewide assessments for individuals and small groups of students
2. Helps to maintain individual records for each student
3. Assist with noon supervision when assigned (see noon supervision job description)

---

**POSITION QUALIFICATIONS (Specific training or job experience required before appointment):**

1. AA College Degree or 2 years of College required.
2. Experience working with children in a small group setting preferred.
3. Able to work outdoors in various kinds of weather for 20-30 minutes.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X	X	
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

**DATE:** 1/29/07