

## **CTE Perkins Tutor Responsibilities:**

- Assist the teacher with the following responsibilities:
  - Setup:
    - Gather and distribute appropriate materials for the day
    - Arrange furniture (take down chairs)
  - Daily Routine:
    - Monitor all students during passing period
    - Assist with lessons & activities
    - Welcome pre-school students at the door and ensure they are safely walked to the correct area of the classroom
    - Snack Time & Lunch Time
      - Students wash hands
      - Distribute Snacks/Lunches
      - Help High School students wash tables down
      - Students wash hands
    - Decorating (Student work, holidays, and other events)
  - End of Day:
    - Assist students in cleaning up classroom
    - Ensure all Pre-School children's cubbies are emptied and their materials are packed up.
    - Pre-School children are picked up
    - Arrange furniture (put chairs back up)
  
- Additional Responsibilities:
  - Assist High School students with their activities:
    - Lesson plan development
    - Gathering and analyzing relevant data
  - Assist in promoting and maintaining a positive educational environment

\*Additional responsibilities may follow per the teacher's request.