



KENSTON

S C H O O L S

Academic Tutor

Reports to:

- Building principal

Position:

- Under the general supervision of the school principal and assistant superintendent of curriculum and instruction, to serve as a supplemental resource instructor to improve students' achievement primarily in reading and writing using the district approved curricula and programs as well as targeted specialized instructional strategies.
- Develops and administers assessment techniques and methods to ascertain the particular needs of individual students identified as in need of targeted reading and writing (and mathematics if eligible).
- Develops strategies and lesson plans and instructional materials and translates lesson plans into learning experiences to develop pertinent sequential skills.
- Teaches knowledge and skills in letter and word recognition, sentence and paragraph structure, vocabulary, proper word usage writing, (and mathematics, if eligible).
- Conducts learning activities that incorporate technology and a variety of instructional methods and materials.
- Creates evaluation instruments and procedures to monitor the student progress and the effectiveness of instruction. Maintains an explicit process to determine eligibility criteria (including economically disadvantaged)
- Works with teacher teams to support/reinforce classroom instruction and learning.
- Documents teaching and student progress/activities/outcomes; develops lesson plans; models the necessary skills to perform assignments; and provides feedback to administration and teaching staff regarding student progress, expectations and goals and objectives.
- Participates as needed in building based intervention assistance teams.
- Coordinates with other professional staff members, especially within grade level, regarding assessments and teaching techniques; assists, coaches and models effective remedial instructional strategies for classroom teachers.
- Maintains familiarity with district and Ohio state standardized reading tests for the purpose of adapting curriculum to maximize student achievement on such tests.
- Continues to acquire professional knowledge and learn of current developments in the methods of remediation in reading, writing and mathematics by attending seminars, workshops or professional meetings, or by conducting research.
- Organizes and maintains a system for accurate and complete record keeping, grading and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.

- Selects and requisitions appropriate books, instructional aides and other supplies and equipment and maintains inventory records.
- Performs other related tasks as assigned by the principal and other central office administrators as designated by the superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Skills, Knowledge and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
- Knowledge of English grammar, word usage, word denotations and connotations, spelling, writing and mathematics.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others in contacted in the course of work.

Qualifications:

- Must hold a current valid Ohio teaching license to serve as a remedial Language Arts or Mathematics teacher.