



**JOB TITLE:** Part Time - Academic Tutor  
**DATE REVISED:** October 19, 2024  
**REPORTS TO:** Assigned Administrator  
**DEPARTMENT/CAMPUS:** Assigned Campus  
**PAY GRADE/DUTY DAYS:** \$35/hr, Part-Time, 19.75 hours per week or fewer  
**FLSA:** Non-Exempt

#### **JOB PURPOSE SUMMARY:**

The Part-Time Academic Tutor provides targeted small-group instruction in math and/or reading for students identified as at-risk based on state or local criteria. The tutor collaborates with campus administration and staff to develop and deliver instructional programs aimed at improving student achievement. This role supports student progress by reinforcing academic skills in accordance with district and state guidelines.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### **Academic Support:**

1. Provide direct, small-group instruction in math and/or reading to students identified as needing accelerated instruction.
2. Collaborate with the campus administrator and/or instructional specialist to prepare and deliver a focused instructional program tailored to meet the needs of struggling learners.
3. Assist in the organization and preparation of instructional materials that reinforce academic skills for students at risk of failing.
4. Maintain accurate and up-to-date student progress records in compliance with local and state requirements.
5. Monitor student performance regularly, adjusting instructional approaches based on student needs and progress.
6. Provide feedback to teachers and administrators on student progress and instructional effectiveness.

##### **Compliance:**

1. Ensure all instructional activities and support adhere to district policies and state requirements for student intervention programs.
2. Maintain confidentiality of student records and information in compliance with district and state guidelines.

##### **General:**

1. Consistently support the District's Shared Vision, Mission, and Promise2Purpose.
2. Display integrity, responsibility, accountability, teamwork, and ethics in the performance of job functions.
3. Maintain relevant knowledge of best practices in instructional strategies, including interventions for struggling students.
4. Perform other duties as assigned by the administrator, ensuring flexibility in responding to the needs of students and the campus.



#### MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent (bachelors or associates degree preferred)
- Proven record of effectiveness with diverse student populations
- Experience working with struggling students, particularly in elementary or intermediate small-group instruction

#### CORE KNOWLEDGE, SKILLS & ABILITIES:

**Attention to Detail:** Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

**Communication (Written & Verbal):** Conveys verbal and written information using effective techniques and approaches that provide clarity, promote teamwork, and drive efficiency.

**Teamwork:** Works collaboratively with team members to achieve a goal.

**Continuous Learning and Self-Development:** Proactively investigates new perspectives, approaches, and behaviors, and takes steps to evaluate and improve performance.

#### PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This part-time position requires frequent standing, walking, and sitting during instruction. The work environment is primarily in a classroom setting with minimal exposure to outside activities or noise.

#### EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

**Employee Printed Name:** \_\_\_\_\_ **Employee ID Number:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_