



Every child. Every opportunity. Every time.

November 1, 2021

Hourly Tutor (10-Month)

Kalamazoo Innovative Learning Program (KILP)

\$12.00 per hour

Scope of Responsibilities

Provides leadership so that students make meaningful progress toward reaching their full potential as learners. Meets the position's responsibilities in a quality manner with an open mind toward performance improvement recommendations so that all resources are utilized efficiently. Is accountable for student conduct and upholding program rules and goals. Is accountable to the program administrator for performing all duties as assigned. Operates with general direction from the classroom teacher and functions as an integral part of the KILP team. Supports the program administrator in decisions regarding the school. Works with students to motivate them toward success. Refers to the program administrator for matters beyond the designated scope of responsibility of the position.

Performance Responsibilities

1. Administrative
 - a. Implements all policies and procedures outlined in KPS issued manuals in a manner consistent with the educational goals and philosophy of Kalamazoo Public Schools.
 - b. Participates in activities within the program at various levels, with particular attention to documentation and attendance.
2. Program
 - a. Assists the classroom teacher in maintaining the physical classroom, furniture, and supplies in a neat and orderly condition according to procedures.
 - b. Ensures that the school building and the outside surrounding area are neat, clean, well maintained and present an organized and professional appearance at all times and provides a positive learning environment conducive to the education of students.

3. Student
 - a. Initiates positive verbal contact with each student every day.
 - b. Ensures that students are meeting the program expectations.
 - c. Motivates students and encourages each student to meet academic goals through daily instructional interaction.
 - d. Makes daily phone calls to absent students to encourage attendance

Minimum Qualifications

1. Must have a high school diploma or equivalency and one of the following Every Student Succeeds Act (ESSA) qualifications:
 - a. completion of 60 credit hours at a college or university;
 - b. an associate's degree or higher;
 - c. passing scores in math, reading, and writing on the ACT Work Keys Assessment prior to June 1, 2017, or the Basic Skills Test of the Michigan Teacher Test for Certification;
 - d. passing score of at least 460 on the ETS (Education Testing Service) Paraprofessional Assessment.
2. Willing to acquire the knowledge and understanding of the KPS curriculum and procedures as outlined.
3. Clerical skills for typing and preparation of reports.

Please apply online at www.kpsjobs.com.

This position will remain posted until filled.

Kalamazoo Public Schools is an Equal Opportunity Employer.