

**LIMA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **AFTER SCHOOL TUTOR**

**File 442**

**Reports to:** Principal

**Job Objective:** Helps students with homework assignments and/or remedial activities.

- Minimum Qualifications:**
- Planning and program management skills substantiated by training and/or work experience.
  - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Complies with drug-free workplace rules and board policies.
  - Keeps current with advances in technology and workplace innovations that enhance productivity.

*NOTE:* Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria.

- Essential Functions:**
- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
  - Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
  - Ensures that students have books and classroom assignments. Helps students with questions.
  - Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
  - Provides guidance, communicates expectations, and shows an active interest in student progress.
  - Consults with the teacher to clarify assignments and instructional objectives as needed.
  - Monitors student progress. Makes the teacher aware of situations or problems encountered.
  - Provides accommodations as needed (e.g., study guides, reading/transcribing assistance, etc.).
  - Authenticates student permission to leave the room. Tracks the location of each assigned student.
  - Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
  - Authenticates student permission to leave the room. Tracks the location of each assigned student.
  - Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety and security.
  - Respects personal privacy. Maintains the confidentiality of privileged information.
  - Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
  - Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
  - Reports suspected child abuse and/or neglect to civil authorities as required by law.
  - Participates in staff meetings, conferences, and other required school activities.
  - Pursues growth opportunities that enhance professional performance and advance district goals.
  - Strives to develop rapport and serves as a positive role model for others.
  - Helps students understand and embrace ethical conduct and democratic values.
  - Maintains a professional appearance. Wears work attire appropriate for the position.
  - Performs other specific job-related duties as directed.

- Abilities Required:**
- The following personal characteristics and skills are important for the successful performance of assigned duties.
- Acknowledges personal accountability for decisions and conduct.
  - Anticipates time constraints. Manages tasks efficiently to meet deadlines.
  - Averts problem situations and intervenes to resolve conflicts.
  - Demonstrates professionalism and contributes to a positive work/learning environment.
  - Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
  - Exhibits consistency, resourcefulness, and resilience.
  - Maintains accurate records and submits required paperwork on time.

- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board Of Education.

The Lima City School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08