

**Manchester Board of Education**  
**Job Description**

**Job Title;** Instructional Tutor  
**Department:** Curriculum and Instruction  
**Reports To:** Building Principal  
**FLSA Status:** Nonexempt  
**Bargaining Group:** Manchester Tutors Association (MTA)  
**Salary Grade:** Tutor Wage Scale  
Class 2  
**Work Year:** As determined by administration. The tutor work year is the student school year plus three (3) professional development days.

**SUMMARY:** Works with students to make adequate progress in reading and math related skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

At the direction of the building principal or supervisor, tutors shall meet with students one-to-one, in a small group or in the classroom to provide appropriate reading and/or math instruction.

The school administrator will be responsible for the assigned work day hours based on the needs of the building and/or the student.

Meet regularly with the language arts consultant and math or reading coaches. Attends PLC meetings when requested.

Participate in required training sessions and department meetings with pay at the direction of the building principal.

At the direction of the building principal and/or certified staff member, collect and compile data, as needed, to monitor student progress.

Maintain confidentiality per F.E.R.P.A.

Other responsibilities as determined by the building principal or certified staff member.

**SUPERVISORY RESPONSIBILITY:** N/A

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.

**EDUCATION and/or EXPERIENCE:** Undergraduate college/university degree. Previous experience with elementary, middle school or secondary students preferred.

**LANGUAGE/MATH SKILLS:** As outlined by the district language arts and math curriculum, coaches and certified staff members. Must be able to communicate effectively with administration, certified staff, and children.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in oral and written form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.