



<b>TITLE:</b>	<b>Tutor</b>	<b>STATUS:</b>	<b>Non-Exempt / At-Will</b>
<b>REPORTS TO:</b>	<b>Campus Principal</b>	<b>TERMS:</b>	<b>Hourly / Part-time</b>
<b>DEPARTMENT:</b>	<b>Instruction</b>	<b>PAY GRADE:</b>	<b>Hourly (Per Comp Plan)</b>

### **PRIMARY PURPOSE:**

To assist at-risk students in making progress to the next grade level, overcome deficits in core learning areas and work towards passing state assessments.

### **QUALIFICATIONS:**

#### **Education/Certification:**

Education and certification requirements per current adopted Compensation Plan

#### **Special Knowledge/Skills:**

Ability to communicate effectively (both verbally and written)

Effective organization and interpersonal skills

Ability to follow oral and written instructions

Ability to successfully interact with students, professional employees, parents, and district patrons

#### **Experience:**

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

### **WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, etc.). The noise level in the work environment is usually moderate, but occasionally will be excessive.

### **Essential Functions:**

1. Assist students with summer learning loss and extra assistance in regaining skills at the beginning of the school year and throughout the school year.
2. Reviewing classroom or curriculum topics and assignments.
3. Assisting students with homework, projects, test preparation, papers, research and other academic tasks.
4. Working with students to help them understand key concepts, especially those learned in the classroom.
5. Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions.
6. Demonstrating academic best practices for specific subjects and assignments, including research and writing tactics.
7. Developing and distributing teaching materials to supplement classroom lessons, including study guides.
8. Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation.



9. Providing students positive and constructive feedback.
10. Offering feedback on progress to students' parents and teachers where appropriate.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*Special funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable. I understand this job description is supported by a single cost objective, even though funding could be split among multiple sources.*

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date