

**Tutor- Classified**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Schools**

**TITLE:** Tutor

**QUALIFICATIONS:**

1. High School degree and a minimum of 48 semester hours college level coursework or an Associate degree.
2. Experience with students preferred.
3. Other qualifications as the Superintendent and Board of Education may find appropriate.

**REPORTS TO:** Teacher or Principal

**JOB GOAL:** Provide tutorial services to assist students in achieving a better understanding of subject matter and to improve academic capabilities.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools.
2. Provide academic assistance to assigned tutees, either in a group or individually.
3. Help students develop positive attitudes toward learning and studying.
4. Help students develop self-confidence and reduce fear of failure in academic work.
5. Help students develop study skills necessary for academic success.
6. Establish and maintain rapport with the assigned students.
7. Serve as a role model for students.
8. Maintain strict confidentiality for all matters.
9. Perform other duties and responsibilities as requested by the building principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Ten month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Classified Tutor Pay Scale

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate functional knowledge of computers.
- Ability to maintain order and discipline.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to motivate students.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to constantly monitor the safety and well being of students.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.