

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Classroom Tutor	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

### **Job Summary**

The classroom tutor provides academic development support to students in small groups or one-on-one settings and provides support to classroom teachers on issues and strategies in working with disadvantaged children to meet the goals of the district's curriculum and the students' needs.

### **Essential Job Functions**

Collaborates with the classroom teacher to implement lesson plans. Provides

special tutoring assistance as directed by the classroom teacher.

Implements lesson plans and appropriate student activities.

Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthy environment.

Communicates student progress and confers with the classroom teacher in a collaborative model as well as assists in parent-teacher conferences upon request. Maintains awareness of ongoing student goals and objectives.

Maintains a log of services for all students served.

Conducts developmental activities with small groups of students.

Attends and contributes to staff training provided by the district and the school.

Assists in developing materials to support all program components and to meet a variety of learning styles.

Assists with bus, lunch, and recess duty.

### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

### **Equipment Used**

Standard office equipment, including computer, printer, copy and fax machines, and other teaching related equipment.

### **Independent Decisions**

Makes decisions of a routine, job-related nature

**Primary Working Contacts**

Daily contact with students and school staff; occasional contact with parents.

**Responsibility for Cash, Equipment, Safety**

Safety of students under supervision in the classroom or playground.

**Supervision Received and Exercised**

None given; receives supervision from the building principal and receives day-to-day guidance and supervision from classroom teachers.

**Unusual Working Conditions**

None.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, and finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. Must meet at least one of the following three qualifications:
  - A high school diploma, or equivalent, and have completed the ParaProfessional Assessment, or have the ability to pass the ParaProfessional Assessment within four (4) months of hire; or
  - An associate's degree or higher; or
  - Completion of two years of higher education (at least 48 semester hours) or the equivalent
2. Work experience demonstrating an ability to maintain accurate records and implement plans.
3. Knowledge of high school level math, reading, English, social studies, and science.
4. Proven proficiency in oral and written communication skills in English.
5. Ability to relate and work successfully with students and adults and ability to work as a team in developing and delivering academic programs for students.

The following are preferred:

1. Additional post-secondary education and/or experience in cultural arts, language arts, science, mathematics, elementary and/or secondary education training.
2. Demonstrated ability to assist students in one or more subject areas, i.e. reading or math; experience with ethnically, linguistically, or educationally challenged student

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**