



PECOS-BARSTOW-TOYAH ISD

Job Title: Tutor
Reports to: Principal
Dept./School: Assigned Campus

Exemption Status/Test: Nonexempt
Date Revised: 011525

Primary Purpose:

Provide students with supplemental practice and learning support to aid in targeted skill development. Use interventions guided by campus administration and conduct individual and small group sessions as needed to support students.

Qualifications:

Education/Certification:

High school diploma or GED
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Experience working with children in an educational setting
Knowledge of academic subject assigned
Basic understanding of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:

Student teaching, approved internship, or related work experience

General Responsibilities and Duties:

- Regular attendance and punctuality
- Support and align work with the District's mission, vision, and beliefs.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

Primary Responsibilities and Duties:

Instructional Strategies

1. Follow teacher lesson plans and present information and instruction to help students learn subject matter and skills.
2. Collaborate with campus teachers and administration to support successful academic implementation.
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect the understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Work with other staff members to determine instructional goals, objectives, and methods according to district requirements.

Student Growth and Development

6. Be a positive role model for students and support the school district's mission.
7. Ensure confidentiality of all student's records, test scores, and personal information.

Classroom Management and Organization

8. Maintain an environment conducive to learning and appropriate for students' physical, social, and emotional development.
9. Manage student behavior by the Student Code of Conduct and student handbook.
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Maintain records and other documents required.

Communication

12. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

13. Participate in professional learning activities to improve job-related skills.
14. Comply with state, district, and school regulations and policies for classroom teachers.

Other

15. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

This position is funded through Comp Ed Funds.

Reviewed by: _____ Date: _____

Received by: _____ Date: _____