

ROCKY HILL PUBLIC SCHOOLS

JOB DESCRIPTION

ACADEMIC TUTOR (NON-CERTIFIED): PART-TIME

QUALIFICATIONS:

- Bachelor's degree.
- Connecticut teaching certification preferred.
- Work habits exemplify teamwork, productivity, initiative, commitment, and flexibility.
- Ability to communicate effectively.
- Ability to relate to school age children enrolled in the district.
- Ability to take direction from, and works under the supervision of one or more teachers.
- Proficient use of technology, copiers, equipment, etc.

REPORTS TO:

Teachers, central office administrators (i.e., Language Arts Coordinator, Math Coordinator), building administrator, or other assigned administrator.

JOB GOAL:

To assist teachers in lesson preparation and delivery through one-to-one or small group tutelage.

JOB RESPONSIBILITIES:

1. Assembles and prepares instructional materials.
2. Prepares and implements lessons in keeping with the district curricula and based on the individual student needs as appropriate.
3. Communicates with the teacher(s) on a regular basis regarding the status of student progress.
4. Works with individual students or small groups to reinforce learning of strategies or skills.
5. Administers, scores, and records assessments as recommended.
6. Alerts the teacher and/or administrator to any concerns or important information about individual students.
7. Serves as the chief source of information and helps in the absence of the teacher.
8. Maintains a high level of ethical behavior and confidentiality of information about students.
9. Participates in professional development training as assigned.
10. All other duties as deemed appropriate by the administrator.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

Work in standard classroom and school building environments.

TERMS OF EMPLOYMENT:

10-months, part-time, hourly, not to exceed twenty (20) hours per week. Weekly work schedule to be determined based on school and district needs.

EVALUATION:

Performance in this position will be evaluated in accordance with the district's standards for non-certified staff evaluation.