

Role Description

READING SUPPORT TUTOR

QUALIFICATIONS:

1. Associate Degree or Bachelor's Degree required
2. Demonstrated aptitude or interest in teaching reading
3. Teaching degree and/or certification preferred

REPORTS TO:

1. Building Principal
2. Reading Specialist

SUPERVISES:

Not applicable

JOB GOAL:

To provide supportive reading instruction to students with identified reading skill deficits.

PERMANENCE RESPONSIBILITIES:

1. Plans and implements reading lessons from the Project Read curriculum.
2. Administers and scores standardized tests and keeps appropriate records.
3. Prepares instructional materials for Reading Support lessons.
4. Works with small groups of students.
5. Prepares written reports regarding student progress.
6. Communicates and collaborates with classroom teachers.
7. Communicates and conferences with parents.

TERMS OF EMPLOYMENT:

Days contracted as per Letter of Agreement

EVALUATION:

In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Occasionally required
4. Lift over 50 lbs.:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	Frequently required
5. Controls and Equipment:	Computer, telephone, copy machine

Other Physical Consideration:

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Occasionally required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

Work Surface (s):

Standard teacher desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 <u>5</u> 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

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|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

- | | |
|---|--------------|
| 1. Short demonstration only | _____ |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days | _____ |
| 4. 91-180 days | _____ |
| 5. 181 days to 1 year | _____ |
| 6. 1 to 2 years | _____ |
| 7. 2 to 4 years | <u> X </u> |
| 8. 4 to 10 years | _____ |
| 9. Over 10 years | _____ |

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is rarely required to do some lifting. Employee is typically able to sit and stand as needed.