

Role Description

MATH TUTOR

QUALIFICATIONS:

1. Bachelors Degree preferred
2. Minimum Associates Degree

REPORTS TO:

1. Assistant Principal
2. Math/Science Facilitator

SUPERVISES:

Not applicable

JOB GOAL:

To provide supplemental instruction and support in mathematics to students who are at risk of not achieving grade level standards.

PERFORMANCE RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position.

1. Plans and implements daily lesson plans for identified students.
2. Meets with students one-on-one or in small groups.
3. Coordinates and consults with the classroom teacher and specialists to evaluate student performance including pre and post testing.
4. Procures necessary supplies and books for the program.
5. Generates and maintains a workable student schedule.
6. Performs such other reasonable duties as may be requested by the supervisor.

TERMS OF EMPLOYMENT

Days as 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.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Not 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 and FAX machines

Other Physical Consideration:

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Not required

Work Surface (s):

Standard office 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	1 2 3 <u>4</u> 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 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 occasionally required to do some lifting. Employee is typically able to sit and stand as needed.