



CODE: 850021
UNIT: Hourly
RATE: MCT 001/4, \$25.00 per hour
FLSA: Non-Exempt

CLASSIFICATION TITLE

CERTIFIED ACADEMIC TUTOR – PRIVATE SCHOOL

REPORTS TO:

Grants & Accountability Department

SUMMARY

Tutors students attending private schools.

MINIMUM REQUIREMENTS

Appropriate Arizona Teaching Certificate
Structured English Immersion (SEI) requirement
Arizona IVP Fingerprint Clearance Card

Certain endorsement/approved areas(s) may be required for highly qualified/appropriately certified purposes.

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Tutors students in regular core curriculum classes such as language arts, math, science, reading and social studies and assists them with class assignments in a small group (maximum of 4 student) or 1:1 session.

Requires data review, tracking, assessments, and other necessary functions.

Creates and maintains a student file consisting of attendance and performance.

Ensures adequate preparation for the tutoring session, and utilizes appropriate materials.

Provides aggressive remediation, monitors the student's progress and adjusts methods accordingly..

Compiles ad hoc reports to include time spent tutoring as well as individual student progress to ensure all students benefit from the intensive tutoring sessions or to correct methods.

Assists students in methods of developing and increasing their self-esteem by using positive reinforcement during tutoring. Encourages students to participate in school extra-curricular activities.

Participates as a member of a Child Study Team; assists team members as needed.

Coordinates with teachers to determine the academic needs of students. May arrange for parent/teacher conferences.

MENTAL TASKS

Communicating. Requires the ability to evaluate written material. Reads.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Operates office equipment such as telephone, manuals, tests, and forms.

WORKING CONDITIONS

Indoors. Classroom environment. Contact with students, employees.

CONTROL, SUPERVISION

None.

M: JOB850021

New: 6/2016