



Union County Public Schools
Job Description

POSITION TITLE: TUTOR	TERM OF EMPLOYMENT: 10 MO
DATE: 12/22/2025	PREVIOUS REVISION: 2/23/2023
FLSA EXEMPTION STATUS: NON-EXEMPT	PAY GRADE: \$25.00/HR
CLASSIFICATION: NON-CERTIFIED	STATUS: PART-TIME

JOB SUMMARY: Under general supervision, a tutor will implement a supplemental instructional program in an elementary or secondary learning environment that guides and encourages students to support and fulfill their academic goals.

ESSENTIAL JOB FUNCTIONS

1.	Deliver educational lesson plans and instructional materials that facilitate active learning
2.	Monitor and evaluate student progress to address individual needs
3.	Provide supervision of students for the purpose of providing a safe and positive learning environment

DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Instruct and monitor students in the use of learning materials and equipment through the utilization of relevant technology and instruction
2.	Communicate necessary information regularly to students and colleagues regarding student progress and individual needs
3.	Accurately maintain student/school records as required by state or federal laws, and Union County Board of Education policies, and/or school-based request, and adhere to confidentiality requirements of state and federal law
4.	Participate in meetings at the department, school, and district level
5.	Other related duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualification
<ul style="list-style-type: none"> • High School Diploma or equivalent • Title 1, Exceptional Children and High Priority schools require highly qualified (HQ) status • Associate's degree or 48 hours of college credit or • Alternatives to the above may be deemed appropriate and acceptable by the Union County Board of Education 	

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

PROBLEM SOLVING

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Problem solving is required to analyze issues and create action plans.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or small groups or one-on-one groups.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions
Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.