



Board of Education
61 ECHO LAKE ROAD
WATERTOWN, CONNECTICUT 06795
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TO: All District Staff

FROM: Alison Villanueva, Ph.D.
Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY

DATE: August 11, 2025

Title I Tutor

Position Title: Title I Tutor

Location: Polk Elementary School

Position Reports To: Director of Curriculum & Instruction for General and Special Education
/Principal of Polk Elementary School

Job ID: #2359

Internal Close Date: August 18, 2025

External Close Date: September 1, 2025

Anticipated Start Date: August 25, 2025 through last day of the 2025/2026 School Year

Required Certifications & Qualifications

- Associates Degree or equivalent credits
- Experience working with students

Preferred Qualifications

Four year degree, any major; Active teacher certification, all endorsements preferred

Essential Skills, Knowledge Performance Abilities

To work with selected intermediate grade students in one-to-one, small group, and in-class settings to provide literacy and mathematics intervention services.

- Establishes and maintains trusting and collaborative relationships with students and colleagues.
- Completes daily assignments and all job related responsibilities with care, accuracy and in a timely fashion.
- Initiates required tasks with independence.
- Takes direction well and can provide academic support independently based upon a list of standards, concepts and skills and/or provided lesson plans.
- Demonstrates diagnostic skills in live time, i.e. can follow the provided lesson plan but can adjust instruction on demand based upon student performance.
- Uses ongoing self-evaluation and reflection to identify areas for improvement, and takes action to improve professional practice.
- Serves as a classroom or paraprofessional substitute when necessary

Additional Duties	
Perform all other duties that may be assigned by the Director of Curriculum & Instruction and/or the Building Administrator	
Terms of Employment	
Yearly appointment	
Work Schedule	
8:45am - 3:15pm, 6 hours per day with ½ hour unpaid lunch.(6.5 hours total per school day) \$18.00 per hour	
All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813. *District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.	