

**WESTERVILLE CITY SCHOOLS  
OFFICE OF HUMAN RESOURCES**



**JOB DESCRIPTION**

**POSITION:** Title I Tutor

**LOCATION:** Wilder ES

**WORK SCHEDULE:** 9 month classified -185 Days

Schedule determined by Building Principal

**REPORTS TO:** Building Principal

**SALARY:** \$22 per hour

**POSTING DATE:**

**JOB SUMMARY:** The Title I Tutor supports effective reading and/or math instruction for students in accordance with District policies and procedures. This position is responsible for providing both small group and individual instruction in reading and mathematics to students who meet state and federal eligibility guidelines. The Title I Tutor implements targeted interventions, monitors student progress, and collaborates with teachers and administrators to support student achievement.

The Title I Tutor provides direct intervention and instructional support under the guidance of the building principal and classroom teachers.

**NOTE:** The lists below are not ranked in any particular order of importance.

**QUALIFICATIONS:**

- High School Diploma or Equivalent
- Associate of arts degree, or completed two years of study at an institution of higher education (48 semester hours or 72 quarter hours), or pass the Local ParaPro Assessment, or pass the Praxis II test for Paraprofessionals. The ESEA Designation must be obtained on your Educational Aide Permit.

**ESSENTIAL FUNCTIONS:**

- Delivering targeted academic interventions to students as directed by the building principal or classroom instructor.
- Providing support through both push-in and pull-out models, primarily working with small groups of students
- Leading small-group center rotations within the classroom as directed by the teacher.
- Offering one-on-one instructional support as needed to address specific student needs.
- Collaborating regularly with classroom teachers and administrators to review and communicate student progress.
- Other duties as assigned.

**NON-ESSENTIAL FUNCTIONS:**

- Other duties as assigned.

**EXPECTATIONS:**

- Physical ability to lift children correctly.
- Demonstrates skills and experience working successfully with children.
- Demonstrates an understanding and skill in applying appropriate behavior management techniques.

**OTHER CONDITIONS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally lift children to assist with self care tasks.

**TERMS OF EMPLOYMENT:**

Grant-funded, part-time position through Educational Service Center of Central Ohio.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel.

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.*

*Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*

Name:\_\_\_\_\_ Date:\_\_\_\_\_

**Revised July 2025**