

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Title I - Instructional Assistant - Instructor/Tutor

Reports To: Building Principal

SUMMARY

The Title I Instructor/tutor will be responsible for delivering one-on-one or small group instruction to elementary students on a part-time basis, not to exceed 20 hours weekly.

QUALIFICATIONS/REQUIREMENTS

Instructional Assistants must meet the qualifications specified by the Department of Elementary and Secondary Education (DESE) in order to obtain a substitute teacher certificate and have a general understanding of the objectives of public school education. Candidates must be able to produce standard English phonemes with precision and consistency both in isolation and when blending them together into words (through connected phonation). Have excellent verbal and written communication skills in formal English. Pay meticulous attention to detail when preparing for instruction, attending to students, documenting students' progress, and implementing feedback from coaches. Instructional Assistants may initiate instruction and work independently with students.

ESSENTIAL JOB DUTIES

- Assists in building relationships with students and other staff to create a positive school culture.
- Participate in onboarding training sessions before the start of tutoring, and engage in regular coaching sessions to continue to develop tutoring skills.
- Begin work punctually and follow tutoring schedules efficiently.
- Tutor each of the assigned students each school day.
- Complete any necessary preparation for instruction to ensure each student receives the instruction and support they need.
- Teach with fidelity to the scripted curriculum.
- Use creativity and resilience to engage and invest every student
- Maintain high standards of accuracy by correcting students' errors immediately and consistently.
- Track each student's progress through the curriculum using the designated system.
- Maintain high expectations for every student.
- Instruct individual or small groups of students to reinforce skills.

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate school-related duties as assigned by the Building Principal.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position, and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year are to be in accordance with the current salary schedule and district policy. This position is funded through grant funds and will be contingent upon funding year to year.

Created 07/31/2025