

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Title I - Instructional Assistant - Instructor/Tutor Social Emotional Support

**Reports To:** Building Principal

#### **SUMMARY**

The Title I Instructor/tutor will be responsible for delivering support to elementary students on a part-time basis, not to exceed 30 hours weekly.

#### **QUALIFICATIONS/REQUIREMENTS**

Must meet the qualifications established by the Department of Elementary and Secondary Education (DESE) to obtain a Substitute Teacher Certificate. Demonstrate understanding of the goals and objectives of learning within a public school education setting. Excellent verbal and written communication skills in formal English. Strong attention to detail in preparing instructional materials, supporting student learning, documenting progress, and implementing feedback from coaches or supervisors. Ability to work both collaboratively and independently, including initiating and delivering instruction to students as needed.

#### **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 skills.
- Begin work punctually and follow tutoring schedules efficiently.
- Tutor each of the assigned students or student groups 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 identified objectives.
- 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 in the area of executive functioning.

#### **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.

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