



### **Job Description**

**Position Title:** Title I Tutor(s) (Anticipated):

**Location:** Various Title I Served – YCSD Public and/or Non-public schools  
(School assignment based on need)

**Category:** Non-Bargaining Unit

**Schedule:** Part-time: Not to exceed 5.75 hours per day or 28.75 hours weekly

**Compensation:** \$32.00 / hourly rate

**Reports to:** YCSD Building Principal or Executive Director of School Improvement

### **Employment Qualifications:**

1. Possess valid Ohio teaching certificate ( K-8; 1-8; K-12 Reading; ELA/Math Integrated considered for HS; ELA/Math licensure for MS placements; or P-3 with 4-5 Endorsement. )
2. Possess a valid driver's license
3. Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation.
4. Demonstrates exemplary literacy or math knowledge
5. Demonstrates an understanding of the Response to Intervention (RtI) Model/ Multi- Tier System of Support (MTSS) or evidenced based strategies.
6. Ability to analyze formative and summative assessments to drive instruction
7. Strong knowledge in administering individual and group assessments
8. Possess strong communication and rapport building skills when working with students, parents, school staff and administration
9. Ability to plan, organize and implement family engagement/parent involvement events
10. Ability to work successfully with students individually and in small groups
11. Ability to lead and instruct adult learners
12. Willingness to maintain federally required documents, as required by Title I, Part A
13. Be flexible in building assignment as based on need of students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide reading and/or math intervention to all students as identified through multi-criteria, but specifically for Tier 2 and 3 reading and math students
2. Rank the students from most in need to least of Title I, Part A services
3. Provide benchmarking and progress monitoring as required by YCSD or the non -public assigned school.
4. Provide Parent Notification of Title I, Part A services
5. Working with school administration develop a schedule for Title I, Part A services
6. Provide direct intervention instruction to student performing below grade level expectation
7. Implement district and/or non-public adopted assessments and curriculum

8. Assist teachers in collecting and analyzing data and use results to guide intervention instruction in individual, small group and team-teaching situations.
9. Compile and maintain accurately all required documentation for the district RtI/MTSS model, and/or non-public school, Ohio Department of Education and US Department of Education and Title I, Part A.
10. Attend ongoing professional development opportunities as related to demands of the position
11. Plan and conduct parent meetings and parent education workshops, as required by school administration and in the Title I, Part A law.
12. Establish various lines of home/school communication via conferences, meetings, and written correspondence
13. Serve as a resource teacher during parent-teacher-principal-student conferences.
14. Attend and collaborate with the administrators, building test coordinators, literacy coaches, parent engagement coordinators and teachers to prepare for building meetings. (RtI/MTSS data, TBT's and BLT's)
15. Perform related duties as assigned.

## **PHYSICAL DEMANDS & WORK ENVIROMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, the employee is frequently required to stand, talk, hear, walk and sit, occasionally kneel and crouch, occasional exposure to outdoor weather conditions, frequent requirement to travel, occasional exposure to unruly children, repetitive hand motion and exposure to blood, bodily fluids and/or tissue
2. While performing the duties of this position, the employee may occasionally push, pull, carry or lift up to 30 lbs.
3. The employee is responsible for the safety or well-being of other people.
4. Specific vision abilities required by this position frequently include close vision, such as the ability to frequently read handwritten or typed material and the ability to adjust focus.
5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
6. Move from building to building and be able to carry materials.
7. Use of personal vehicle is required in order to perform the minimum service

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

*The information contained in this job description is in compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration and/or the Governing Board(s). Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Deputy Chief of Human Resources..*

*The Youngstown City School District is an equal opportunity employer, and employs individuals without regard to race, religion or ethnicity.*

**This Job Description has been reviewed with me, I understand the duties and responsibilities which are expected of me, and my questions as of this date have been answered.**

Signed, \_\_\_\_\_, Employee, on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signed, \_\_\_\_\_, Supervisor, on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_