

Job Title: Tutor
Reports to: Principal
Wage / Hour Status: Non-exempt
Date Revised: May 16, 2022

Primary Purpose

Under general supervision, tutors will assist students in core content areas, individually or in small groups, to help them master assignments and to reinforce learning concepts presented by classroom teachers. Discusses assigned duties with campus principal or program manager to coordinate instructional efforts.

QUALIFICATIONS

Education / Certification

High School diploma or GED
60 hours of College Work preferred

Special Knowledge / Skills

Ability to perform basic computer operations
Ability to operate basic office and educational equipment
Good oral and written communication skills
Good organizational skills

Experience

Working with school age school children, preferred

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Performs all the duties of an academic tutor and will assist students in the development of advanced learning skills and a variety of progressively complex tasks in core content areas, such as the compliance of HB 4545.
2. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
3. Assist with the administration and scoring of objective testing instruments or work assignments.
4. Assist in supervising students throughout the school day, both inside and outside the classroom.
5. Keep the teacher informed of any special needs or problems of individual students.
6. Responsible for assisting in the developing, planning and implementing a variety of student instructional activities
7. Monitors students' performance and records relevant data to assess progress and to drive instruction.
8. Coordinates and assists teachers and other staff to prepare instructional activities that aid in mastering specific skills, subject matter content, and state-mandated tests.
9. Presents subject matter to students under the direction and guidance of teacher or program manager, using direct instruction and student centered activities.
10. Enforces administration policies and rules governing students
11. Performs other job-related duties as assigned.
12. Responsible for maintaining documentation in student folders on performance objectives
13. Attends and participates in staff meetings and required training sessions

14. Follows daily time schedule as assigned by Principal

Records

15. Keep records of activities

16. Assists the enrichment instructors in the running and preparing of reports

17. Assists in monitoring attendance, supervision and making follow-up calls

Communication

18. Maintain a positive and effective relationship with all program staff.

19. Effectively communicate with colleagues.

Other

20. Perform other duties assigned by supervisor

21. Maintain confidentiality of information

22. Keep abreast of changes and updates

Supervisory Responsibilities

None

EQUIPMENT USED

Copier, personal computer, typewriter, calculator, and audiovisual equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____