

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>ESL Tutor</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	3
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	843
<b>Reports to:</b>	Federal Program Supervisor

### **JOB SUMMARY**

Under the general supervision of the Federal Program Supervisor and in coordination with the classroom teacher, the ESL Tutor assists students who qualify for English as a Second Language (ESL) services, tutoring them in basic English language acquisition and literacy skills and assisting with class assignments.

### **ESSENTIAL JOB FUNCTIONS**

- Assists students individually or in small groups with language arts, reading, decoding, phonemic awareness, reading comprehension, speaking, vocabulary and math.
- Administers IPT (Individual Performance Test) or other designated tests as assigned, to qualified students, testing and periodically retesting oral, reading and writing skills. Coordinates with Federal Programs Supervisor and teachers to determine student requirements and assistance needed.
- Records daily performance, behavior, activity, comments and improvement. Retains files.
- Coordinates reading, math, etc. with teachers' curriculum (weekly or more often).
- In consultation with the teacher, schedules learning objectives and assists the student to achieve the objectives.
- Assists students with understanding the requirements for in-class and homework assignments and provides assistance with the assignments. Assists the students with understanding and with the development of basic academic skills (i.e., pronunciation, spelling, reading, building vocabulary).
- Meets with students and assists in completing classwork.
- Assists the student improve in more general areas where he/she is having difficulty, such as social skills.
- Assists with scheduling of student assistance.
- Locates district-provided materials (i.e. books, games, etc.) as required to reinforce the learning processing.
- Assists teachers with preparation of reports.

- Interacts with parents, answering questions, providing information.
- Attends training to improve tutoring techniques.
- May attend class to assist students and teachers with communication.
- May be requested to attend faculty meetings.

### **MINIMUM REQUIREMENTS**

- Associate's degree or equivalent hours of college courses or successful passing of district administered proficiency test.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work effectively with students, teachers and administrators.
- Ability to demonstrate patience and empathy and to be a "cheerleader" when working with children.
- Basic knowledge of grammar, spelling, English pronunciation, reading comprehension, math, etc.
- Speak English fluently and understandably.
- Ability to use small office equipment and computers.

### **PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, mental acuity, reaching, speaking, talking and walking.

### **WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

*The Davis School District has the right to revise this position description at any time.*