

## 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.*

**Job Title:** Title I Tutor

**Pay Table:** Support

**Pay Grade:** 3

**FLSA Status:** Non-Exempt

**Job Code:** 865

**Reports to:** Principal

### **JOB SUMMARY**

Under the supervision of the School Principals and in cooperation with the Title I Supervisor and teachers, the Title 1 Tutor assists with the identification, instruction, testing and remediation of individuals, groups and classes of students identified as needing services. Includes a broad variety of tutoring and instructional activities, such as computer-aided math instruction, testing and individual tutoring.

### **ESSENTIAL JOB FUNCTIONS**

- Tutors individual students and provides targeted instruction, under the direct supervision of the teacher, to individual and to small groups of students (e.g., math tutoring, reading tutoring, assistance with homework).
- Administers and/or assists with administration of appropriate assessments each year, as requested.
- Creates and maintains individual student records/files. Documents student activity, monitors and records daily progress. Assists with other data collection responsibilities.
- Participates in training for application of new programs, software, etc. Attends in-service meetings.
- Informs teachers of students' behavior and progress. Assists and coordinates with teachers in planning individualized student learning activities. Meets with teachers as required.
- Assists in scheduling of student contact time (individual or small group reading and math sessions).
- Assists with preparation of student progress reports for use in teacher-parent meetings.
- Preparing DIBELS Benchmark testing schedules and oversees testing.
- May be assigned to provide computer-aided instruction, using the school computer lab and other facilities.
- May conduct demonstrations for parents of student math and reading activities.
- May assist with coordination of student schedules.

- May assist students with class assignments and with development of basic academic skills.

**MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- 48 semester hours of college level courses or passage of district administered math and reading tests preferred.
- Inservice and other responsibility-related training required after hiring.
- Some experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to relate effectively with students.
- Ability to effectively instruct students.
- Speak English fluently and understandably.
- Ability to use small office equipment and computers.
- Ability to maintain inventory and property.

**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, repetitive motion, speaking, talking and visual acuity.

**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.*