

HANFORD ELEMENTARY SCHOOL DISTRICT  
Job Description

**Recreation Enrichment Academics Devoted to Youth**

**“READY” Program Tutor**

**DEFINITION:**

To assist in the supervision and training of students enrolled in the Recreation Enrichment Academics Devoted to Youth (READY) program. Provide various supportive services in order to carry out activities to improve the attendance, academic performance and general well being of students enrolled in the READY program.

**DISTINGUISHING CHARACTERISTICS:**

The READY Program Tutor is distinguished from other instructional Tutors in that they are required to perform a variety of supportive services to students enrolled in the after-school READY program in order to carry out the program goals. The READY Program Tutors must be able to adjust activities to meet the needs of the students in both structured and unstructured activities. The program design requires the READY Tutor to independently monitor, instruct and engage students in groups up to approximately 25 students. They must be able to administer first aid and medical assistance as needed.

**SUPERVISION RECEIVED AND EXERCISED:**

The READY Program Tutor works under the direction and supervision of the school site Principal, in conjunction with the Assistant Superintendent of Special Services. Functional work direction is provided by the READY Site Lead.

**ESSENTIAL FUNCTIONS:**

- Supervises and fosters a safe and nurturing learning environment.
- Provides homework and tutoring assistance.
- Prepares instructional and work materials based on program focus.
- Assists students individually and in small or large groups, utilizing a variety of instructional and enrichment materials provided by the READY program.
- Assists the Principal in implementing the READY program goals of improving literacy of students through the use of recreational, academic and enrichment activities in a classroom type setting.
- Uses a variety of literary methods to enhance students reading skills and techniques such as read alouds, grouping students into small groups based on their reading

needs and exploration of text, utilizing storytelling activities, acting out plays and exploring poems.

- Uses a variety of methods to explore mathematics with students by working on basic skills, implementing problem solving strategies and providing hands on learning.
- Provides visual and performing arts activities including arts and crafts, music and songs to enhance students experience with various cultures.
- Participates and leads recreational activities with students, including but not limited to games, dancing, sports, board games and play activities.
- Supervises students in structured and unstructured settings. Maintains student discipline in all settings.
- Records student academic progress, behavior and attendance as required by the Assistant Superintendent and READY Program criteria. Assists in completing documents for program activities.
- Sets up and cleans up supplies and equipment for use in the after-school program. Assists in the preparation of materials and activities for the READY program. Maintains a neat, clean, orderly and attractive environment for students and staff.
- Works with the READY Staff and School Site Administration to motivate students to participate in the READY program.
- Communicates with the School Site Principal regarding events or activities that have occurred during the after-school program.
- Encourages students to make wise choices and develop responsible behaviors.
- Communicates efficiently and effectively with School Site Administration reporting safety, health or fire hazards.
- Administers first aid and medical assistance as needed.
- Develops and maintains positive, cooperative relationships with students, parents, teachers and site personnel.
- Maintains regular attendance, dependability and punctuality.

**OTHER DUTIES:**

- Performs other duties as assigned.

## **NECESSARY EMPLOYMENT STANDARDS:**

### Knowledge of:

- The general needs and behavior of students
- Correct use of English, spelling, grammar and punctuation. Basic mathematical concepts.
- Audio visual equipment

### Ability to:

- Establish and maintain effective relationships with adults and students
- Understand and carry out oral and written directions
- Communicate clearly and concisely
- Work independently, exercising sound judgment and initiative in implementing tasks and recognizing problems.
- Relate to students from various ethnic and cultural backgrounds
- Work independently and productively with children in grades one through six.
- Show initiative when working with children using various materials, adjusting materials to meet the individual needs of students.
- To analyze problems and adjust activities as appropriate.

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience that could likely provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Equivalent to graduation from high school. Completion of or proof of enrollment in or progress towards 12 semester units of college level course work, preferably in child development.

Experience: Experience working with children in formal or informal settings.

Testing: Obtain a passing score on the California High School Proficiency Exam and California Paraprofessional Exam\*

\*In lieu of the California Paraprofessional Exam provide documentation of successful completion of two years of higher education study (48 units) or Associates Degree (AA) or higher educational degree.

Passing score on CBEST will meet both testing requirements listed above.

**HIGHLY DESIRABLE:**

- Valid First Aid and basic C.P.R. cards.
- Bilingual – Spanish Speaking Skills

**WORKING CONDITIONS:**

Environment: Indoor and outdoor environment

Physical Abilities: Seeing to monitor student behavior during academic activities, hearing and speaking to exchange information related to activities, bending at the waist, kneeling, standing, crouching, walking for extending periods of time, jumping, running hopping and skipping to participate with children in activities, ability to tolerate heat in an outside setting, and to tolerate noise and traffic; dexterity of hands and fingers to operate assigned equipment; and ability to lift students weighing up to 50 lbs.

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