

JOB DESCRIPTION

JOB TITLE: **AFTER SCHOOL TUTOR**

REPORTS TO: **AFTER SCHOOL MANAGER**

DEPARTMENT: **SPECIAL EDUCATION**

I. NATURE AND SCOPE OF JOB:

To provide instruction and intervention for students that have been referred to the after school tutoring program. To teach and reinforce concepts that classroom teachers provide to students. Tutor will provide interventions to classroom teachers instruction while communication with the after school program manager about the students progress and needs for success.

II. JOB FUNCTIONS:

1. Communicate with after school program manager about interventions for tutoring students.
2. Monitor student progress by charting weekly, the progress on students' Individual Learning Plan (ILP).
3. Maintain classroom equipment, work area, and teaching materials provided by teachers, in order to ensure durability for future use.
4. Maintain an accurate time card for time spent tutoring students, before and/or after school.
5. Other duties as assigned.

III. EXPECTATIONS:

1. Maintain confidentiality in all matters of the district.
2. Maintain a positive attitude that supports the District Vision and Mission.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.