

Cathedral High School Job Description



Job Title: Title I Tutor
Reports To: Principal
Prepared By: Principal's Office
Prepared Date: November 3, 2021
Approved By:
Approved Date:

Summary:

To provide supplemental reading and math instruction to eligible Title I nonpublic school students after school, before school and/or during the day.

Essential Duties and Responsibilities include the following.

- Identify the Title I nonpublic school students eligible for Title I services
- Administer diagnostic and assessment instruments to determine student skill deficiencies and academic mastery
- Actively engage students with minds on/hands on activities
- Provide ongoing quality instruction
- Utilize different methods and strategies than those used by the nonpublic classroom teacher
- Maintain accurate student achievement records
- Communicate students' progress to classroom teachers, parents and the nonpublic school administrator
- Maintain accurate program documentation

Salary: \$30.00 per hour

Education and/or Experience

- A valid Indiana State Teacher's License
- Must meet the highly qualified requirements for NCLB
- Prior Reading and Math Instruction preferred

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Character Qualities Necessary to be Successful in this Position:

Diligent

Organized

Thorough

Energetic

Patient

Set the Holy Cross example of being spiritual and God-focused

Enjoy student interaction