

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Supplemental Education Services (SES) Tutor

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Florida Teaching Certificate required. (Elementary K-6 and Reading K-12 preferred).
- (5) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated experience in teaching students with specific disabilities including visual/hearing impairments. Ability to speak languages other than English.
Demonstrated experience in teaching students who are English Language Learners (ELL). Ability to relate and work with students and adults in a positive manner. Must possess effective oral and written communication skills.

REPORTS TO:

Director, Adult and Community Education or assigned designee.

JOB GOAL

To ensure that students increase their proficiency in meeting the State's academic achievement standards in reading and math.

SUPERVISES:

Not applicable.

PERFORMANCE RESPONSIBILITIES:

- *(1) Serve as instructor for the Adult Education Supplemental Educational Services (SES) Program by providing after school tutoring to students enrolled in SES.
- *(2) Adhere to requirements outlined in the district Title I SES Contract with Adult Education and the Adult Education SES approved provider application.
- *(3) Prepare and deliver lessons that adhere to scientifically based research and that promote student learning in reading and/or math, based on individual student improvement plans developed in conjunction with the Adult Education SES site Coordinator and parent or guardian.

- * (4) Use the Adult Education SES outline data system or other specified data system to record instructional time per student and to file a biweekly detailed progress report for each participating student.
- * (5) Make available a summary of each student's progress to the student's parents and appropriate teachers per the Individual Student Plan Agreement.
- * (6) Attend training, meetings and other activities as deemed necessary by Adult Education and the District.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary shall be paid consistent with the District's approved compensation plan. Length of the work year is 196 days and hours will be as needed.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 11

Flagler Schools Strategic Framework – Student & Community Engagement

Approved 06/19/2018