

TITLE: Full-time Tutor (FLSA: Non-exempt)

JOB SUMMARY:

The tutor coordinates with classroom teacher and follows teacher's plan for instruction:

- Identifies and plans to address individual differences.
- Uses materials as needed for tutorial assignments.
- Follows approved method(s) of evaluation of learner outcomes.
- Adjusts instruction to meet learner needs.

ESSENTIAL JOB FUNCTIONS:

Management Responsibilities:

The tutor maintains an environment conducive to learning:

- Organizes materials and/or equipment to facilitate learning.
- Promotes positive learning climate.
- Supervises assigned students at all times.
- Upholds all school and school system rules and policies.

The tutor maximizes the time available for instruction:

- Manages and/or adjusts allotted time for activities planned.
- Sets positive expectations for learner behavior.
- Uses monitoring techniques to facilitate learning.

Instructional Responsibilities:

- The tutor facilitates learning for students.
- Uses strategies appropriate for the learner.
- Teaches the student(s) strategies to help the student(s) become independent learners.

The tutor presents appropriate content to facilitate academic growth:

- Coordinates with the classroom teacher to avoid duplication of efforts.
- Supports and enhances regular classroom instruction.
- Encourages student engagement in the learning process.
- Stimulates higher order thinking.
- Monitors academic progress.

Professional Development:

The tutor engages in appropriate professional development and preparation:

- Participates in school or district training opportunities.
- Works collaboratively with the school building staff and district personnel.
- Maintains close communication with the classroom teacher.
- Arrives and leaves in a timely manner.
- Performs all other duties as assigned by the Principal/Designee or District Program Coordinator.

MINIMUM QUALIFICATIONS: Certified Teacher or College Degree preferred

TERMS OF EMPLOYMENT: As agreed

REPORTS TO: Principal/Designee or District Program Coordinator.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the jobs and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number _____

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.