

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Title I Tutor/Driver (FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien.
2. Minimum age 20 years.
3. Associate Degree (or higher) or 48 semester hours minimum to include: English Composition - 3 hours, English/Reading- 6 hours, and Mathematics-6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Exhibits effective written and oral expression.
5. Is an accident-free driver.
6. Possesses a Class "D" license.
7. Previous computer work experience.

REPORTS TO: Director of Federal Programs

ESSENTIAL JOB FUNCTIONS:

1. Verifies eligibility of Title I participants (Targeted Assistance schools).
2. Assesses abilities and needs of students.
3. Keeps accurate and up to date records on students and program.
4. Develops an effective instructional program for the Title I students based on individual needs.
5. Creates and maintains an effective teaching/learning environment.
6. Maintains personal rapport with students and staff.
7. Strives to create an atmosphere conducive to the development of a positive self-image in each student.
8. Schedules delivery of services for each participating non-public school and presents schedule to the Title I Director for approval.
9. Drives the mobile van to each school according to approved schedule and returns it to the Educational Center each day by 3:15 p.m., gassed, serviced, and ready for the next day's route.
10. Provides parental involvement activities and materials for parents of participating Title I students.

PHYSICAL DEMANDS:

1. Possess physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasion lift and carry boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must handle numerous duties with both hands and fingers:

- 1) Fine Motor Skills
 - (1) Typing
 - (2) Copying
 - (3) Adding Machine
 - (4) Computer
 - (5) Filing
 - (6) Binding
 - (7) Filling out forms
- 2) Grasping
 - (1) Manuals
 - (2) Boxes
 - (3) Journals

ADDITIONAL DUTIES AND RESPONSIBILITIES: All other duties shall be assigned by the appropriate authority.

TERMS OF EMPLOYMENT: Nine months, unless employed in a summer program, salary in accordance with the current salary schedule.

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, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____

(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources Department

Copy- Supervisor

Copy- Employee