

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**JOB DESCRIPTION**

**TITLE:** Title I Tutor I (Uncertified) (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. Acceptable communication skills; ability to give and follow directions correctly.

**REPORTS TO:** Supervising Teacher(s) and Principal

**JOB GOAL:** To provide instruction in developmental tasks concentrating on the skills in which will enable participants to perform successfully.

**JOB SUMMARY:** This position is designed to perform tutorial duties for students in Kindergarten, Transitional, and First Grades under the direction of a supervising teacher and the Principal. It differs from that of the Chapter I Tutor I by the lack of seventy-five (75) hours of In-service training as prescribed by the St. Tammany Parish School Board and Title I.

**ESSENTIAL JOB FUNCTIONS:**

1. Screens and selects Title I participants.
2. Assesses abilities and needs of students.
3. Keeps accurate and up to date records of students and program.
4. Develops an effective instructional program for the Title I students based on individual needs.
5. Plans for and provides tutoring services with the supervisory teacher.
6. Coordinates plan and services with the supervisory teacher.
7. Creates an effective teaching/learning environment.
8. Maintains personal rapport with both students and staff.
9. Strives to create an atmosphere conducive to the development of a positive self-image in each student.

**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.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs other tasks assigned by appropriate authority.

**TERMS OF EMPLOYMENT:** Nine months per year, 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**  
**(Rev. 11/2016)**

**Copy- Supervisor**

**Copy- Employee**