

Job Description
MOORE PUBLIC SCHOOLS

5.24

Job Title: Tutor

Qualifications:

Credentials: None

Education: High school diploma and some specialized experience in or after high school in child guidance would be helpful.

Training or Experience Required: Some experience in child guidance would be helpful.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Must be able to keep records, maintain filing system, and assist in tutoring children in classroom, group or individual setting.

Site: Various

Reports To: ESL Program Coordinator, Principal
Director of Student Services

Job Goal (Purpose of Position): Performs duties under general supervision to assist in teaching students with limited English speaking ability, limited reading and math, science, language or other basic skills.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the staff and the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information and provide information as needed to resolve. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Assists in all activities related to identification, and record keeping of students who qualify for tutoring. Help with necessary 506 Forms for Title V-C Indian Students. Also necessary forms for Johnson O'Malley Indian Students.
2. Constructs material aides appropriate to the tutoring goals.
3. Assists counselors and/or teachers in the classroom in achieving tutoring objectives.

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4. Tutors students by written prescription arranged by certified personnel.
5. Meets regularly with Director of Student Service or E.S.L. Coordinator to discuss program implementation process and other concerns related to the program.
6. Meets with parent committees, teachers, and/or counselors as required.
7. Attends workshops and in-service meetings as scheduled.
8. Assists in workshops when requested.
9. Performs other duties as assigned by the ESL program coordinator, Director of Student Services, or Principal.

Supervision exercised: None.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to move from various sites carrying educational supplies/equipment, games, crafts and other learning devices. Must be able to communicate effectively so that those with limited English skills can learn English.

TERMS OF EMPLOYMENT: 180 days per year

SALARY: Category A

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93

Revised 11-27-00