

MOORE PUBLIC SCHOOLS

Job Title: ELL/Title III Tutor

Qualifications

Credentials: (1) completed 2 years of study at an institution of higher education or (2) obtained an associates (or higher) degree or (3) pass the state assessment for paraprofessionals.

Training or Experience Required: Experience in the instruction of English.

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

Elementary and Jr. High Schools

Reports To

Director of Student Services, Principals

Job Goal (Purpose of Position)

Performs duties under general supervision to assist in teaching students with limited English speaking ability or other 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.
2. Constructs material aides appropriate to the tutoring goals.
3. Assists administrator and/or teachers in the classroom in achieving tutoring objectives.
4. Tutors students by written prescription arranged by certified personnel.
5. Meets regularly Director of Student Services 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 or Principal.
10. Administers state ELL/Title III assessment.

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

Non-Certified Category A

Certified - In compliance with negotiated contract and/or State law. Salary to be established by board.

EVALUATION

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

Approved 10-14-02

Revised 10-13-03

Revised 11-19-07