

<b>Calcasieu Parish School Board Department of Human Resources Job Description</b>	<b>Department:</b> Federal Programs
<b>Title:</b>	Instructional Tutors
<b>Qualifications:</b>	High School Diploma and Highly Qualified as per Federal Guidelines
<b>Reports to:</b>	School Principal and Title I Supervisor
<b>Supervises:</b>	
<b>Job Goals:</b>	Perform instructional support duties. Maintains and performs skills as related to job assignment.
<b>Performance Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Work under the direct supervision of a highly qualified teacher.</li> <li>2. Organize available space, materials, and/or equipment to facilitate learning.</li> <li>3. Promote a positive learning climate.</li> <li>4. Maximize the amount of time available for instruction.</li> <li>5. Accommodate for individual differences.</li> <li>6. Demonstrate ability to communicate effectively with students.</li> <li>7. Monitor ongoing performance of students.</li> <li>8. Consult with the student's regular classroom teacher on a regular basis to achieve optimum advantage for participating students.</li> <li>9. Maintain accurate and complete records on the instructional activities as required by law, district policy, and administrative regulations.</li> <li>10. Provide the teachers, principal, consultants, and supervisors and Title I director with data required for conduct of the program.</li> <li>11. Accept constructive criticism as an evaluation element of professional and instructional improvement.</li> <li>12. Exhibit loyalty and maintain a positive attitude in the promotion of the school/system's goals.</li> <li>13. Assist with classroom management, such as organizing instructional materials.</li> <li>14. Attend professional development trainings, as applicable.</li> <li>15. Performs other duties as assigned.</li> </ol>	
<b>Terms of Employment:</b>	180 days. Salary as established by the Calcasieu Parish School Board.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Personnel.
<b>Signature of Evaluatee:</b> _____ <b>Printed Name of Evaluatee:</b> _____ <b>Date:</b> _____ <b>Signature of Evaluator:</b> _____	