

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Keystone Project Based  
Assessment Tutor

**DATE:** March 26, 2014  
**REVISED:** August 13, 2014

**REPORTS TO:** Director of Curriculum,  
Instruction & Assessment Services

**APPROVED BY:** Board of Directors

**JOB SUMMARY:** The Keystone Project Based Assessment Tutor will provide guidance and instructional support to students that are enrolled in the Keystone Project Based Assessments. These assessments serve as an Alternative Pathway to meeting graduation requirements.

**PRIMARY DUTIES and RESPONSIBILITIES:**

1. Review project activities at designed checkpoints to permit student to move to the next task.
2. Monitor and report student progress in the completion of the project.
3. Provide remediation on the Eligible Content based upon student need. (The Tutor does NOT instruct on specific activities within the project.)
4. Review project for content quality based upon scoring guide and submits project, if satisfactory, for evaluation to a statewide review panel.
5. Support an environment that ensures accuracy and security.
6. Create and maintain accurate communication logs noting students' progress, communication, performance and difficulties throughout the learning experience.
7. Communicate regularly with students, parents, and other stakeholders regarding student needs, performance, attendance, achievement, and all other issues relevant to the students' education.
8. Provide remediation for student if evaluated as unsatisfactory.
9. Make provisions for being available to students and parents for educationally-related purposes outside the instructional day when required or requested to do so under reasonable terms.
10. Take all necessary and reasonable precautions to protect students, equipment and materials within a virtual environment in accordance with Board Policy.
11. Attend and participate in all assigned professional staff meetings.
12. Comply with all Federal, State, and Midwestern Intermediate Unit IV policies, procedures, rules and regulations.
13. Complete other duties as assigned by supervisor.

**QUALIFICATIONS:**

- PA Teaching Certification required
- Master's degree required
- Certification of Algebra I: Mid-Level 7-9 if taught in 6, 7, 8, 9<sup>th</sup> grades OR Math 7-12 if taught in 6-12<sup>th</sup> OR NEW Grades 4-8 certificate with concentration being in Math if taught no higher grade-level than 8<sup>th</sup>
- Certification of Literature: Mid-Level English 7-9 if taught in 6,7,8,9<sup>th</sup> grades OR English 7-12 if taught in 6-12<sup>th</sup> OR Communications 7-12 for grades 6-12<sup>th</sup>
- Certification of Biology: Biology ONLY
- Must have current driver's license
- Excellent oral and written communications skills
- Knowledge and skill in electronic curriculum applications and the use of technology to deliver curriculum, instruction and assessment in an asynchronous environment
- Skilled in use of Microsoft Office Suite including Word, PowerPoint, Access, Excel, and Outlook; Internet search engines and e-mail Applications
- Organizational skills, initiative and ability to work with limited Supervision
- Submission of pre-employment medical examination (Section 148 of PA School code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand, walk or move throughout the classroom for extended periods of time

**SENSORY ABILITIES:**

- Visual Acuity
- Auditory Acuity

**WORK ENVIRONMENT:**

- Typical classroom environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITIES:**

- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Ability to operate various school / office equipment.
- Must have access to a computer/internet.
- Must appropriately handle confidential information

All Midwestern Intermediate Unit IV Keystone Tutors will be employed as short term, temporary employees, renewable annually based on satisfactory professional performance and program needs (July 1-June 30). The number of hours of work per week will be determined based upon enrollment and need.

Hourly compensation will be provided for these services as established by Midwestern Intermediate Unit IV.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*