

TITLE: District 109 Tutors

- QUALIFICATIONS:**
1. Valid Illinois teaching certificate preferred.
 2. Experience in teaching at the elementary level preferred.
 3. Demonstrated aptitude or competence for assigned responsibilities.
 4. Course work in early literacy intervention, mathematics, and/or reading helpful.
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent for Curriculum & Instruction
Building Principal
Reading Intervention Coordinator

JOB GOAL: To provide instruction and support in an environment which will enable identified students to succeed in their efforts to learn language literacy and mathematics skills.

PERFORMANCE RESPONSIBILITIES:

1. Assist Reading Intervention Coordinator with assessments as required by District 109
2. Provide instruction, prescribed by appropriate certified personnel, to identified students in need of tutoring.
3. Assist in evaluating and monitoring the progress of students in need of tutoring under supervision of appropriate certified personnel.
4. Work collaboratively to provide literacy support when requested by certified primary staff.
5. Provide assistance to Curriculum Director, Building Principal and Assistant Principal-Student Services Coordinator and/or certified staff during times that students are not available for tutoring services.
6. Maintain all necessary records as required by the program.
7. Attend building staff meetings when required by principal.
8. Attend staff development activities as required.
9. Work collaboratively with all building personnel to assist in pupil supervisory duties.
10. Perform other such duties and services as the administration may request or as may be necessary to the smooth functioning of the school or the district, or in the best interest of the students, according to the classroom teacher's (or building Principal's) best judgment.

TERMS OF EMPLOYMENT: Ten (10) month year. Salary of educational support personnel (ESP) is established in accordance with the Collective Bargaining Agreement between the District 109 Board of Education and the Deerfield Educational Support Staff Association (DESSA).

EVALUATION: Evaluation of the educational support personnel (ESP) will be completed in accordance with the Collective Bargaining Agreement between the District 109 Board of Education and the Deerfield Educational Support Staff Association (DESSA).

Adopted: September 23, 2002

DNH/HR