

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: DIS TUTOR

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional assistance and tutoring to students in the classroom or pull-out program who meet established criteria and are enrolled in the District Designated Instructional Services (DIS) program; monitor and report student progress, behavior and performance; provide a variety of clerical duties as assigned.

#### REPRESENTATIVE DUTIES:

Provide instructional assistance and tutoring to students in the classroom or pull-out program who meet established criteria and are enrolled in the District Special Education program; assist students with school curriculum and follow prescribed Instructional Education Plans (IEPs) goals. *E*

Tutor individual or small groups of students with special needs, reinforcing instruction as directed by the teacher; assist students develop expressive, receptive language skills, social interaction, motor skills and other skills. *E*

Modify and adapt classroom materials for students to assist them with reading, writing, mathematics, language and other subjects; utilize a variety of methods to assure and maximize comprehension and learning according to established procedures. *E*

Maintain a variety of records related to assigned program, including attendance, student folders, files and others. *E*

Administer various tests to measure student progress according to established program rules and District policies; utilize various forms and testing instruments; conduct, assess and evaluate students based upon annual and triennial reviews as assigned. *E*

Assist in the administration of evaluations and screenings; assist in the preparation and writing of IEP's, long and short term objectives as assigned.

Plan and conduct physical education activities for students; assist main streamed students in P.E. classes as assigned.

Assure the health and safety of student following health and safety practices and procedures.

Confer with teacher concerning programs and materials to meet student needs.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic child development as it relates to special education students.  
Special needs of children with severe and multiple medical problems.  
Strategies and techniques of assisting in the instruction of learning handicapped students.  
Basic record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Provide instructional assistance and tutoring to students in the classroom or pull-out program.  
Monitor and report student progress, behavior and performance.  
Provide a variety of clerical duties as assigned.  
Learn and perform medical intervention techniques according to established procedures.  
Prepare instructional materials as directed by teachers.  
Maintain records as directed by the teacher.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Education: High School graduate or the equivalent. Associates Degree or 48 semester units of college course work at an accredited college or university in general education or a related field. Proof required.

Experience: Two years experience working with children with special needs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom or learning environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to monitor students.  
Dexterity of hands and fingers to operate assigned equipment and demonstrate activities.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally.  
Pushing or pulling wheelchairs.