



INSTRUCTIONAL TUTOR *Position Description*

Title: Instructional Tutor
Location: Pamlico County Schools
Terms of Employment: Full Time, 10 months
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Instructional Tutor will address learning loss and assists students with learning recovery/acceleration in the areas of reading, mathematics, and writing.

Qualifications

- Must have a high school diploma or GED

Duties and Responsibilities

- Use in-class support model and/or direct service model based on intensity of student needs
- Collect data on all students served and the data discussed in various meetings
- Monitors progress for each student services
- Support and work with Learning Acceleration Coordinators, teachers, and school improvement teams to gain knowledge of needs and strengths of school
- Assist students in development of reading, writing, and mathematics
- Engage in academic activities with select students in one-on-one or small group
- Assist in analyzing data relative to the impact of activities and student achievement
- Support and participate in Professional Learning Communities, as needed
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to maintain confidentiality
- Ability to communicate in both written and oral form effectively
- Ability to establish and maintain effective working relationships with teachers, administrators, and classified personnel
- Ability to work with a variety of staff, programs, and activities

Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.