

TITLE:	TUTOR/COORDINATOR
QUALIFICATIONS:	Valid Teaching Certificate
REPORTS TO:	Building Principal
SUPERVISES:	Tutor Aides and students in the after-school tutoring program

PERFORMANCE RESPONSIBILITIES:

1. Communicate daily with classroom teachers regarding student needs.
2. Assign students to work with Tutoring Aides as dictated by a child's needs.
3. Tutoring students during after-school sessions.
4. Schedule tutoring sessions. Provide monthly calendar to teachers, parents, and children.
5. Supervise students at dismissal until all children are picked up (Grades 1-5 only).
6. Communicate with parents as needed via phone calls and written messages.
7. Provide counselor and principal with rosters and information.
8. Maintain discipline within tutoring room.

TERMS OF EMPLOYMENT: Tutor/coordinators will be employed on an "as needed" hourly basis. See salary schedule: Appendix B.