



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

---

**POSITION TITLE:** Venture Academy Peer Tutor- Student Worker JD#4085  
(Temporary)  
Venture Academy/County Operated Schools and Programs

**SALARY PLACEMENT:** Minimum Wage Salary Schedule

---

### **SUMMARY OF POSITION:**

Under direction of the supervising teacher, provide individual and group tutoring as needed to TK-12 students in the assigned academic subject. Assist in maintaining a positive environment for participants. Follow and assist others in following the rules, policies, and safety procedures with a positive attitude. Tutoring will occur outside scheduled class times.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Must be a high school student. Must obtain a valid work permit. Demonstrate competence in the assigned subject matter and commitment to working with students in an education setting.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- questioning techniques and instructional strategies in order to better serve the needs of all students

Ability to:

- carry out oral and written directions; communicate effectively
- establish and maintain cooperative working relationships with the supporting teacher and students
- connect and work with a diverse group of students
- motivate and encourage students to overcome barriers
- increase students' understanding of academic subject matter
- be flexible based on program needs
- communicate mathematical ideas clearly and respectfully using student-friendly language
- demonstrate patience and empathy when working with peers who may feel frustrated or lack confidence in math
- encourage persistence, academic honesty, and independent thinking

### **ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to:

1. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
2. Maintain confidentiality on job related matters.
3. Communicate effectively both orally and in writing.
4. Provide individual and small group tutoring to students.
5. Assist with development of instructional activities to increase students' academic achievement.
6. Assist students with homework, projects, test preparation, and other subject-related areas.
7. Assist with students' development of study and test-taking skills.
8. Model a positive attitude about learning.
9. Perform other related duties as required.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.

2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office/school environment and will come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

3/2/2026 final sc