

Tutor

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| DEPARTMENT: | SCHOOLS | REPORTS TO: | Building Supervisor |
| WORK SCHEDULE: | 10 months, as needed | COMPENSATION: | Support Staff |
| FULL/PART TIME: | Part Time | FLSA STATUS: | Non exempt |

Position Description

Provide students who struggle with an academic subject area with individualized assistance to help them learn new concepts and complete assignments. Re-teach of material, provide extra time/resources, and develop alternate ways of explaining concepts. Work with students who don't have support through another channel (e.g., IEP, 504, ESL accommodations, SE counselors, etc.). Form positive working/tutoring relationships with students, teachers, and other staff.

| Task Title | Essential Job Functions | Percent of Time Spent |
|------------------------|---|-----------------------|
| Instruction & Planning | <ul style="list-style-type: none"> Diagnosing student needs through active listening techniques and questioning strategies. Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals. Stay up to date with the school curriculum Develop teaching materials to supplement classroom lessons. Review classroom or curricula topics and assignments. Assess students' progress throughout tutoring sessions. Teach skills to improve academic performance, including study strategies, note-taking skills and test-taking strategies. Participate in professional development activities to improve tutorial skill, learn how to use software programs, and continue to grow cultural competence and reflection skills | 60% |
| Relationship building | <ul style="list-style-type: none"> Create a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, and experiences. Provide feedback to students, using positive reinforcement techniques to encourage, motivate, or build confidence in students. Build and maintain positive working relationships with teachers, counselors, and building administrators. | 20% |
| Communication | <ul style="list-style-type: none"> Collaborate with students, parents, teachers, school administrators, or counselors to determine student needs, develop tutoring plans, or assess student progress. Communicate students' progress to students, parents, or teachers in written progress reports, in person, by phone, or by email. Schedule tutoring appointments with students | 15% |

| Task Title | Essential Job Functions | Percent of Time Spent |
|---------------|--|-----------------------|
| Recordkeeping | <ul style="list-style-type: none"> ● Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records. ● Maintain notes about meetings with students. ● Follow up on absences/whereabouts of scheduled but missing students | 5% |

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education:** Bachelor's degree in Education or the academic subject for which tutoring is to be provided; or bachelor's degree in another subject area, combined with ___ years of teaching experience that would support tutoring in the designated subject area.
- **Licensure:** Certificate of License to Teach or Substitute Certificate – issued by the Missouri Department of Elementary and Secondary Education

Preferred

- Previous teaching or tutoring experience.

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy

- **Advanced:**
 - Technical knowledge of core academic subject in areas that tutoring is provided.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Expert:**
 - N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Mathematics, Reading comprehension, Speaking, Active learning, Active listening, Critical thinking, Learning strategies, Monitoring, Time management, Coordination, Instructing, Negotiation, Persuasion, Service orientation, Social perceptiveness, Complex problem solving, Judgment and decision making,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Systems evaluation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Management of material resources, Systems analysis, Quality control analysis,
- **Rarely (Less than 1 hour or 12% of the day):** Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Multi-limb coordination, Hearing,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Balancing, Carrying/Lifting, Climbing, Finger Dexterity, Reaching,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Sitting, Standing, Walking,
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Crouching/Kneeling, Pulling/Pushing,

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024