JOB DESCRIPTION **5.38**
MOORE PUBLIC SCHOOLS

Job Title: Academic American Indian Tutor (non-certified)

Qualifications:
Credentials: None
Education: Completed 2 years of study at an institution of higher education, or obtain an associate (or higher) degree, or pass the state assessment for paraprofessional

Training or Experience: Tutoring skills in elementary reading and math. Basic skills in record organization and filing.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms, instructions and writing/printing legibly. Communication in class, grammatically correct English. Must be able to prepare materials and tutor students in a one on one setting.

Site: Elementary or Secondary Schools

Reports to: Title VI Indian Education coordinator, building principal

Job Goal (Purpose of Position): Provides tutoring in math and reading to Title VI American Indian students, provide student support to access needed resources, and mentor.

Contact with Others: This position requires regular contact by telephone or in-person with parents, school staff, the Indian Education Office and the Director of Title VI.

Other Performance Measures: Successful performance of the job requires good people skills to elicit information and provide information as needed. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habit concerns. Creativity, initiative and effective problem solving are important to the success of the position.

Essential Job Functions (Performance Responsibilities):

1. The American Indian Tutor will follow the regulations required by the Title VI Indian Education program.

2. The American Indian Tutor will assist in the identification of all American Indian students.

3. The American Indian Tutor will be responsible for the distribution and collection of Federal Survey Forms, Student Eligibility Forms (506) and other required information for the Title VI Indian Education Program.

4. The American Indian Tutor will be responsible in providing information to faculty and parents concerning the Title VI American Education Program in the Moore Schools.

5. The American Indian Tutor, with the help of teacher and parents, will identify students that need tutoring in Math and Reading.

6. The American Indian Tutor will be responsible for communicating with parents concerning the Tutoring Program.

7. The American Indian Tutor will be responsible to send home and collect the necessary Parent Permission for tutoring forms.

8. The Indian Tutor will tutor American Indian students in reading or math twice a week for 30 minutes in each tutoring session. The Prescriptive Teacher will provide the American Indian Tutor with a written prescription in the area in which each student will be tutored.

9. The American Indian Tutor will complete all required forms and information required for the objectives in the Title VI Program.

10. The American Indian Tutor will meet with the Title VI Indian Parent Committee, teachers and counselors as required.

11. The American Indian Tutor will maintain professional competence through in-service education activities provided by the district and self-selected professional growth activities.

12. The American Indian Tutor will work closely with the classroom teacher to prepare tutoring materials that coincide with the classroom teacher's lesson plans.

13. The American Indian tutor will coordinate each tutoring session with the Oklahoma Academic Skills that are appropriate for each subject and grade level.

14. Performs other duties as assigned by Title VI Indian Education Coordinator/Director or principal.

Supervision exercised: None

Physical/Mental requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to move from various sites carrying educational supplies/equipment, games, crafts and other learning devised.

TERMS OF EMPLOYMENT: 180 Days

SALARY: Category B

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy

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