



JOB TITLE	DEPARTMENT	REPORTS TO
Full Time - Tutor (Grant Funded)	School Based	Principal

Position No: 51079	Length of Work Year: 183 Day
Salary Schedule: N330	Date Approved: 8/21/26
FSLA: Non-Exempt	Date Revised:

JOB GOAL
The primary role of the Tutor is to support student learning in the classroom by providing reading and math K-5. This position requires the employee to have excellent communication skills and the ability to adapt their teaching methods to meet the needs of the student, as well as have a desire to see students succeed. The Tutor may be required to implement instructional activities in both individual and group tutorial sessions during school hours.

MINIMUM QUALIFICATIONS
1. High School Diploma or equivalent plus either AA/AS, sixty (60) hours college credit, or a passing score on a rigorous locally identified test. 2. Demonstrated organizational and basic technology skills. 3. Demonstrated initiative and resourcefulness. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
1. Provide small group tutoring to students in grades Kindergarten through 5th grade in ELA and Math. 2. Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress. 3. Utilize feedback and reflection to improve practice, using district approved resources. 4. Monitor students' attendance and report back to Principal and/or Designee. 5. Participate in meetings to review student data and provide input on student placement. 6. Document and communicate student progress to Principal and/or Designee. 7. Report student progress in designated electronic platform(s) within a timeline provided. 8. To perform assigned tasks in a timely and efficient manner. 9. To perform assigned tasks with a high standard of quality.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.