



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

<b>Position No:</b> 51079	<b>Length of Work Year:</b> 10, 11, or 12 Months
<b>Salary Schedule:</b> Various	<b>Date Approved:</b> 11/8/2023
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
The primary role of the Tutor is to support student learning in the classroom by providing reading, math, science, or social studies tutorial services to students in grades K-12. 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 either during school hours or during an afterschool program. The Tutor will not work more than 25 hours a week.

MINIMUM QUALIFICATIONS
<p><b>Level 3 – Associates Degree: \$20.00 an hour</b> Will provide one-on-one or small group tutoring with the support of the classroom teacher.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• An Associates Degree</li> <li>• Ability to perform the functions of the position</li> </ul> <p><b>Level 4 – Bachelor’s Degree or higher: \$33.00 an hour</b> Will provide one-on-one or small group tutoring with the support of the classroom teacher.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• A Bachelor’s Degree</li> <li>• Experience in teaching preferred</li> </ul> <p>Ability to perform the functions of the position</p>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Provide tutoring to students in grades Kindergarten through 12<sup>th</sup> grade</li> <li>2. Use active listening strategies to allow student to determine content and pace of tutoring</li> <li>3. Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress.</li> <li>4. Utilize feedback and reflection to improve practice</li> <li>5. Recognize primary role to help students become more confident, more successful, self-directed learners</li> <li>6. Monitor students’ attendance and progress</li> <li>7. Document and communicate student progress to Principal or designee</li> <li>8. Serve as a resource for other tutors</li> <li>9. To perform assigned tasks in a timely and efficient manner.</li> <li>10. To perform assigned tasks with a high standard of quality.</li> </ol> <p>To perform other duties assigned by the principal.</p>

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.