

JOB DESCRIPTION

TITLE TITLE I TUTOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's Degree (or higher); or demonstrate through a formal State or local academic assessment knowledge of, and the ability to assist in instructing, reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (i.e., ability to use e-mail.)
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization in both languages.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal

**GENERAL
RESPONSIBILITIES**

Assists in providing specially designed programs for students in language arts and math that will help to develop communication and math skills necessary for success in the regular classroom setting and in life situations.

Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.

**SPECIFIC
RESPONSIBILITIES**

1. Administers and scores appropriate assessments under the guidance of the teacher.
2. Implements a detailed lesson plan for utilizing correlated materials in tutorial settings, as developed by the teacher.
3. Works in cooperation with the teacher in establishing good teaching strategies for meeting the individual needs of migrant students.
4. Assists the teacher in evaluating the achievement of the students.

5. Assists in communicating a student's progress to the student, teacher, and parents.
6. Cooperates with supportive services personnel in meeting special needs of Title I children.
7. Serves limited, rotating, supervisory duties not to exceed the same proportion of time as those duties assigned district non-instructional personnel in similar positions at the same site or ten percent of the total working day, whichever is less.
8. Participates in inservice training.
9. Performs other duties as assigned