**Title: Tutor**

**Job Code: 5285**

**Budget Code: 123**

**Salary Range: 10NE**

**Position Purpose:**

Under the direction of a certified staff member, tutors implement targeted instruction and supports in designated area of need, i.e. literacy, math, multi-lingual support. Tutors support students by assisting in the planning and implementation of individual and small group instruction of targeted interventions.

**Essential Functions**

* Assist and guides students to reinforce academic skills.
* Use appropriate materials to support teaching, including technology.
* Provide an effective learning environment for every student through well prepared lessons, relevant assignments, clear records of student progress, and support of academic achievement.
* Monitor and assess student performance and progress through lessons, assignments, and appropriate screening and assessment tools.
* Maintain accurate and complete student records and achievement progress.
* Manage behavior by establishing and enforcing rules and procedures.
* Communicate effectively and interact with a diverse ethnic and socio-economic population.

**Additional Duties**

* Duties may include but are not limited to coverage of essential operational functions such as arrival, dismissal, lunch coverage.

**Knowledge, Skills and Abilities**

* Ability to implement effective instructional strategies.
* Ability to track data as needed to reflect student progress.
* Ability to work with a diverse group of individuals.
* Ability to maintain confidentiality of information regarding students, employees and others.
* Ability to establish a supportive and compassionate relationship with students.
* Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
* Ability to report work orally and in writing to supervisor as required.
* Effective writing and verbal communication skills.

**Qualifications**

* Minimum of High School Diploma and Bachelor’s degree preferred.

**Equipment**

* Uses standard office equipment such as personal computers, copy machines, fax machines, and telephones.

**Travel Requirements**

* Limited travel to and from meetings/events may be required.

**Physical and Mental Demands, Work Hazards**

* Works in standard office environment.

**FLSA Status**

* Non-exempt

**Date: 4/19/2022**