Red Oak Independent School District
Temporary Tutor

Job Title: Temporary Tutor

Wage/Hour Status: $30.00 per Hour

Reports to: Principal

Date Revised: 9/2025

Dept./School: Assigned Campuses

Primary Purpose:

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. ***This position is funded through Federal Funds and jobs and duties reflect allowable activities under Title 1/Part A/Title III, or the Instructional Continuity Grant. Also, texting while driving a district-owned vehicle or a personal vehicle on grant-related business is prohibited.***

Qualifications:

Education/Certification:
Bachelor's degree from accredited university
Valid Texas teaching certificate

Special Knowledge/Skills:
Knowledge of subjects/skills assigned
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Instructional Strategies

1. Implement lesson plans provided by teacher or principal.

2. Execute lessons that reflect accommodations for differences in learning styles.

3. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.

4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of assigned students.

5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

Student Growth and Development

6. Help students analyze and improve study methods and habits.

7. Be a positive role model for students and support the mission of the school district.

Classroom Management and Organization

8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

9. Utilize books, equipment, and other instructional materials appropriately.

10. Compile, maintain, and file required documents.

Communication

11. Establish and maintain open lines of communication with students, principals, and teachers.

12. Maintain a professional relationship with colleagues and students.

13. Use effective communication skills to present information accurately and clearly.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. May include standing, stooping, bending, pulling, and pushing, as well as moving small stacks of textbooks, media equipment, desks, and other classroom equipment. Frequent light lifting and carrying (less than 15 pounds).

Reviewed by _____ Date _____

Received by _____ Date _____

Human Resources Department
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972-617-4333 FAX