

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### TUTOR

#### JOB DESCRIPTION

<b>JOB CODE:</b>	510792, 510794	<b>BARGAINING UNIT ELIGIBILITY:</b>	Yes
<b>FLSA:</b>	Non-Exempt	<b>PAY GRADE:</b>	23
		<b>SALARY SCHEDULE:</b>	Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Completion of a minimum of 60 college credit hours from an approved accredited educational institution; or Pass an accepted Para Pro Assessment.
- (3) Two (2) years successful experience working with children, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks and maintain records. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Knowledge of the rules, regulations and policies related to the ESOL program. Ability to maintain confidentiality. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

#### REPORTS TO:

Principal/Designee

#### JOB GOAL

To provide effective assistance to the teacher in supplementary instruction for identified students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Assist the teacher(s) in preparing appropriate tutoring materials and equipment to support instructional activities pre-planned by the teacher.
- \*(2) Examine short- and long-term unit plans prepared by the teacher and anticipate the need for specific tutoring supplies and materials.
- \*(3) Lead individual and small group tutoring activities planned by the teacher.
- \*(4) Assist the teacher in modifying curriculum to meet the needs of students.
- \*(5) Maintain a clean and orderly environment for students.
- \*(6) Assist in the implementation of appropriate student behavior management techniques.
- \*(7) Motivate students to learn.
- \*(8) Provide student supervision as assigned.
- \*(9) Assist in maintaining the security of records, materials and equipment.

## TUTOR (Continued)

- \*(10) Assist in assessing student progress as directed, including proctoring the administration of tests, the marketing of papers and the maintaining of confidential records.
- \*(11) Assist in evaluating program effectiveness and seek and suggest ways of continuous improvement.
- \*(12) Provide instructional assistance as planned or coordinated by the teacher.
- \*(13) Perform assigned clerical and recording keeping duties.
- \*(14) Serve on school/district committees as required or appropriate.
- \*(15) Adhere to applicable safety standards.
- \*(16) Attend all staff meetings and workshops.
- \*(17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(18) Communicate effectively with staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(20) Demonstrate initiative in the performance of assigned responsibilities.
- \*(21) Demonstrate support for the school district and its goals and priorities.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Follow attendance, punctuality, and proper dress rules
- \*(24) Maintain confidentiality regarding school/workplace matters.
- \*(25) Maintain expertise in assigned area.
- \*(26) Manage time efficiently.
- \*(27) Model and maintain high ethical standards.
- \*(28) Participate in cross-training activities as required.
- \*(29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(30) Prepare all required reports and maintain updated and accurate records.
- \*(31) Represent the District in a positive and professional manner.
- \*(32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.
- \*(34) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

## PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

## TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

## EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## Job Description Addendum No. 03

Adopted 8/2/11