

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

TUTOR - MIGRANT EDUCATION

JOB DESCRIPTION

JOB CODE: 510793 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 23
SALARY SCHEDULE: 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) Minimum of two (2) years experience working with children and families.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of the migrant program and the needs of migrant children and their families. Ability to provide supplemental instruction to migrant students. Ability to establish and maintain effective working relationships with school-based personnel and migrant families. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality.

REPORTS TO:

Supervisor I -- Migrant Education

JOB GOAL

To provide effective supplemental instruction and serve as an advocate for migrant students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide supplemental instructional services to Title I migrant students.
- *(2) Maintain a close working relationship with school personnel to coordinate efforts to improve student achievement.
- *(3) Maintain progress records for identified students.
- *(4) Serve as a peer advocate and conduct awareness activities at workshops and in-service activities.
- *(5) Serve on school/district committees as required or appropriate.
- *(6) Adhere to applicable safety standards.
- *(7) Attend all staff meetings and workshops.
- *(8) Assist with maintaining a clean and orderly environment.
- *(9) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(10) Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
- *(11) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(12) Demonstrate initiative in the performance of assigned responsibilities.

TUTOR -- MIGRANT EDUCATION (Continued)

- *(13) Demonstrate support for the school district and its goals and priorities.
- *(14) Exhibit interpersonal skills to work as an effective team member.
- *(15) Follow attendance, punctuality and proper dress rules.
- *(16) Ensure adherence to good safety standards.
- *(17) Maintain confidentiality regarding school/workplace matters.
- *(18) Maintain expertise in assigned area.
- *(19) Manage time efficiently.
- *(20) Model and maintain high ethical standards.
- *(21) Participate in cross-training activities as required.
- *(22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(23) Prepare all required reports and maintain updated and accurate records.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Represent the District in a positive and professional manner.
- (26) Perform other duties as assigned.
- *(27) 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