**Tutor**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Campus Principal

**Dept/Campus:** Assigned Campus and Level **Paygrade:** $10 / $16 / $20 per hour DOE

**Wage/Hour Status:** Nonexempt **Date Revised:** December 2011

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

To assist students in mastery of academic curriculum in a tutorial setting.

**QUALIFICATIONS:**

**Education/Certification:**

# High School Diploma or GED

**Special Knowledge/Skills:**

Ability to work well with children or adolescents

Ability to communicate effectively

Proficient skills in typing, word processing, and file maintenance

Ability to follow verbal and written instructions

Patient and calm demeanor with students and others

**Experience:**

Some experience working with children or adolescents, preferably in an instructional setting

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Tutor and work with individual students or groups in assigned subject(s).
2. Maintain an orderly work area.
3. Help with inventory of books and equipment.
4. Keep records of student progress as needed, such as behavior, grades, attendance.
5. Supervise students throughout the day.
6. Maintain strict student confidentiality.
7. Keep supervisor informed of special needs or problems of individual students.
8. Communicate with counselors and teachers regarding students’ academic progress and/or needs as per request of supervisor.
9. Help students develop organizational skills and academic goal setting.
10. Assist in establishing and maintaining high standards of students’ conduct and academic performance.
11. Provide a positive, calm, and consistent learning environment for students.
12. Communicate with students in a positive and encouraging way.
13. Monitor time students spend in tutorials.
14. Help keep administrative records and help prepare required reports, including accurate records of time worked (timesheets).
15. Uphold and enforce school rules, administrative regulations, and state and local board policy.
16. Participate in required professional development.

**SUPERVISORY RESPONSIBILITIES:**

Supervise students in an individual, small group, or classroom setting

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, multi-line telephone system, audiovisual equipment and other modern office equipment.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written), maintain emotional control under stress, maintain a clear focus on customer service; ability to manage others in a non-coercive manner,

**Physical Demands:**

Moderate lifting, standing, and bending.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date