

Job Title: Tutor
Hourly Rate: \$12.50/hr (non-degreed)
\$15.00/hr (degreed)
\$20.00/hr (degreed & teacher certification)
Reports to: Campus and/or District Administrator
FLSA Status: Non-Exempt/Hourly

This position is temporary and on an as-needed basis -- schedule to be determined by the Plainview ISD administrative staff.

This position is on an as-needed basis. There is no guarantee of continued employment as a tutor. This position assignment is “at will” and not by contract. At will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the district. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Primary Purpose:

It is expected that tutors are supportive of the teaching concepts of the Plainview ISD and that they recognize the place of the tutorial as a forum for students to integrate information and obtain guidance and feedback. The tutor is the facilitator of the tutorial process.

Qualifications:**Education/Certification:**

High School Diploma or GED
30 or more college credit hours or pass the Basic Competency Exam

Special Knowledge/Skills:

Command of the English language
Ability to assist in instructing reading, writing, and mathematics
Ability to work well with students
Ability to communicate effectively
Ability to effectively monitor and control groups of students

Experience:

Some experience working with children

Major Responsibilities and Duties:**Essential Functions**

1. Facilitate a positive and inclusive learning climate. Provide student tutoring as outlined by administrative and instructional staff. Be familiar with the learning objective(s) to facilitate a progression of learning for the student.

- 2. Comply with campus discipline reporting procedures.
- 3. Help maintain a neat, orderly, and safe learning environment.

Student Management

- 4. As directed, document student progress and/or struggles throughout the assignment detailing activities attempted and/or completed, as well as information pertaining to any problems that occurred.

Other

- 5. Maintain confidentiality of information.
- 6. Follow district safety protocols and emergency procedures.
- 7. Attend orientation and/or training sessions as directed and any other meetings arranged for tutors.

Supervisory Responsibilities: NONE

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, stooping

Motion: Moderate walking and reaching

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Tutor: _____

Date: _____