

Tutor Name: \_\_\_\_\_ Campus: \_\_\_\_\_ Fund Source Title I/At-Risk/ESSER

**Job Title:** Tutor

**Wage/Hour Status:** Non-exempt

**Reports to:** Principal and teacher(s) assigned

**Pay Grade:** Refer to BISD supplemental pay rates

**Dept./School:** Assigned Campus & Level

**Date Revised:** 8/2023 **Duty Days:** TBD

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**Qualifications:**

**Education/Certification:**

High school diploma or equivalent or

Completion of 48 college hours or

Having met a rigorous standard of quality through formal local assessment

**Special Knowledge/Skills:**

Ability to work cooperatively with others and maintain a positive attitude in the work environment

Ability to use good judgment in problem-solving and decision-making

Ability to use time productively

Ability to accept supervisory direction and desire to improve job skills

Ability to demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors to the school

**Experience:**

Prior experience working with children, preferably in an instructional setting

**Major Responsibilities and Duties:**

Align the major functions of the assignment with district goals such that all students succeed.

1. Work with individual students or small groups to reinforce learning material or skills introduced by the teacher.
2. Assemble instructional materials and equipment prior to the arrival of the students.
3. Help students master instructional materials and equipment assigned by the teacher.
4. Distribute and collect workbooks, papers, and/or instructional materials as directed by the teacher.
5. Guide independent study, enrichment work, and remedial work as assigned by the teacher.
6. Assist with the management of student behavior and enforce school rules according to administrative regulations and board policy.
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintain confidentiality. Treat all information about children and their families in strictest confidence.
9. Present a positive role model for students that supports the mission of the school district.
10. Participate in appropriate staff development as required to ensure professional growth.
11. Maintain a professional relationship with colleagues, students, parents, and community members
13. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Work with frequent interruptions. Maintain positive attitude when dealing with customers. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Occasional prolonged and irregular hours.

*Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.*

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_