

TITLE: TUTOR (TITLE, Intervention, ESL, Auxiliary, etc.)

QUALIFICATIONS:

1. Bachelor's degree
2. Ohio teaching certificate/license
3. Teaching experience preferred
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Building administrator and/or department administrator

JOB GOAL: To provide a remediation-based program in one or more of the basic educational areas for each student assigned.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. To develop appropriate annual goals and short-term objectives for each student assigned to the tutorial service.
2. To have conferences with regular classroom teachers sharing the responsibility of those students in the tutorial program, to assure the coordination of service needs and communication between professionals.
3. To keep records of student progress by the development of lesson plans which coordinate with those currently existing goals and objectives for each student.
4. To provide updated educational evaluation data on those students in the tutorial program.
5. To evaluate student progress through the implementation of both formal and informal assessment materials to determine eligibility for continued placement.
6. To provide students receiving tutoring the opportunity to develop those skills identified as unique needs requiring special services.

7. To treat personal and sensitive information about students and parents in a confidential and professional manner.
8. To use a variety of teaching methods and to adapt teaching methods to the situation. To motivate students to learn.
9. To establish and maintain effective communications with students, parents and staff members.
10. To participate in staff, department or district meetings and in-service programs as requested.
11. To share all suspected cases of child abuse with the building principal.
12. To be familiar with and incorporate the curriculum materials and resources available for the tutoring program.
13. To travel between schools if so assigned.

Other Duties and Responsibilities:

1. To dress appropriately and show care for personal appearance.
2. To abide by all of the policies and guidelines of the Northwest Local School District applicable to teachers.
3. To perform such other related duties as may be assigned by the administration.

Equipment Operated:

Computer/Printer  
Copy Machine  
FAX Machine  
Personal Vehicle  
Telephone/Voice Mail  
TV/VCR

10/1/10 Tutor