

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Classroom Tutor - Migrant Education	
<i>Supervisor:</i> Migrant Education Program Coordinator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

Job Summary

Tutors migrant students primarily in reading, math and language arts, provides academic support to migrant qualified students in small groups, one-on-one settings, and/or integrate into classrooms, and provides support to classroom teachers with migrant students needing academic assistance.

Essential Job Functions

Collaborates with classroom teachers to provide tutoring in content areas using District curriculum, course texts, class lesson plans, or other materials.

Communicates student progress, confers with classroom teachers in a collaborative model, and assists in parent-teacher conferences upon request.

Maintains record of services for all students served.

Participates in districtwide, building level or individual professional development trainings.

Coordinates a schedule with multiple students at multiple sites.

Maintains awareness of student goals and objectives.

Maintains, submits, and meets deadlines of required paperwork for migrant program.

Carries out supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.

Communicates regularly with building principal and Migrant Program Coordinator.

Coordinates and confers with social service managers and counselors on the social emotional needs of the students and families.

Other duties as assigned and appropriate.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment including computer, printer, copy machine, and other teacher-related equipment.

Independent Decisions

Decisions of a routine, job-related nature. Independent decision-making is expected, verifying course of action with Migrant Education Program Coordinator, based on School Board policy, district and/or building rules.

Primary Working Contacts

Daily contact with students and school staff, occasional contact with parents.

Supervision Received and Exercised

Receives supervision from building administrator and Federal Programs Director; receives day-to-day guidance and supervision from classroom teachers.

Unusual Working Conditions

Traveling between schools and working in areas, as assigned.

Evaluation

Annual written evaluation by building principal and/or the Director of Federal Programs.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and frequently lift items weighing up to 35 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The follow are required:

1. Must meet at least one of the following three qualifications:
 - a. A high school diploma, or equivalent, and have completed the ParaProfessional Assessment, or have the ability to pass the ParaProfessional Assessment within four (4) months of hire; or
 - b. An associate's degree or higher; or
 - c. Completion of two years of higher education (at least 48 semester hours) or the equivalent
2. High school-level knowledge of math, reading, and English
3. Experience in maintaining accurate student records and implementing educational plans based upon these records.
4. Experience working in a collaborative instructional environment.
5. Ability to work well with teachers, principals, and District staff
6. Proven ability to relate well with students and families from diverse backgrounds

The following is preferred:

1. Knowledge and/or experience in cross-cultural communication styles
2. Knowledge and/or experience with Grade Level Equivalents and Alaska State Standards

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.