

Pflugerville Independent School District - Job Description

Job Title/Position:	Tutor	Department/School:	Various Campuses
Pay Information:	\$31.00 per hour for certified teachers or degreed persons. \$16.00 per hour for PfISD students or high school diploma or equivalent.	Supervised By:	Campus Principal
FLSA:	Non-Exempt	Date Revised:	October 2021

Primary Purpose:
 To provide supplemental instructional/practice through tutoring children in grades 3rd through 12th. The tutor will provide support in the areas of early literacy, math, and science skills. The tutor will work with individual students and small groups and use evidence-based interventions guided by their supervisor. Tutoring may happen before school, during the school day, or after school. The tutor will regularly monitor student productivity and success and maintain accurate attendance, achievement, and progress records.

Minimum Qualifications (Experience/Education/Certification):
 PfISD student at least 16 years of age or older, or possess a high school diploma or equivalent, college degree, or teaching certification.

Major Responsibilities:

Instructional Support

1. Facilitate tutorial sessions with individual or small groups of students engaged in intervention activities
2. Input data and maintain documentation on student progress
3. Monitor student progress and provide feedback to students, teachers, and other staff as required

Communication Support

4. Communicate with students in an age and developmentally appropriate way as outlined by district policy and regulations
5. Fulfill program requirements and regularly read and respond to email communications from campus teachers, instructional coaches, and school personnel
6. Ensure confidentiality of all student records

Student Management

7. Manage student behavior per the student code of conduct

Other

8. Follow the Educator Code of Conduct and all policies, procedures, laws, and State/Federal regulations

Special Knowledge/Skills:

- Ability to utilize appropriate technology software, equipment, and devices
- Ability to work with students and teachers effectively
- Ability to communicate effectively
- Ability to motivate and encourage students

Supervisory Responsibilities:
 None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):
 Maintain emotional control under stress. Prolonged use of computer; must be able to push, pull, lift, and/or carry at least 30 lbs.; work with frequent interruptions.

 The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____
 Employee's Printed Name: _____