



Job Description

Position Title:	Part-Time College Tutor, Education Major		
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Reports to:	Campus Principal	Pay Grade:	Part-Time Hourly Rate.
Terms of Employment:	<ul style="list-style-type: none">Based on assignment as defined on pages 18-19 in SAISD Compensation Manual.Part-Time work schedule will not exceed twenty (20) hours per week.Hourly rate is \$16.00 an hour.	FLSA Classification:	Non-Exempt
Funding Source:	This position can be funded through federal, state, or grant resources.		

Position Summary

Support the goals of the assigned campus/department and perform routine assigned tasks under the direction and supervision of the professional staff. Part-time work schedule will not exceed twenty (**20**) hours per week, Tutors needed for: Elementary R·LA, Math, Writing, and Science, Middle School R·LA, Math, Science, and Social Studies, High School English, Algebra I, Biology and other advanced courses, and college readiness.

Essential Functions / Key Responsibilities

1. Support the classroom teacher with providing academic support/ Intervention for students in the core content areas,
2. Provide Instruction In a small group setting with Identified target skills and strategies.
3. Assist with monitoring student performance and providing routine checks to assess student progress.
4. Collaborate with classroom teachers to determine students' needs and make the necessary Instructional adjustments to improve student performance.
5. Keep supervisor apprised of daily progress on assigned tasks.
6. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Pursuing an Associate's or Bachelor's Degree in Education from an accredited college or university.
- Must have a high school diploma or GED recognized by the Texas Education Agency or a regional accrediting agency.
- Verification of enrollment in good standing from college or university professor (upload form).
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Knowledge, Skills & Abilities

- Keep Informed of and comply with state, district, and school regulations.
- Use effective communication skills with district personnel.
- Punctuality and dependability are essential functions of the Job.



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- Ability to demonstrate the following core values: Integrity, high expectations, commitment, respect dedication to teamwork and passion for a student-centered environment.
- Follow district guidelines in maintaining a neat and orderly work environment and confidentiality.
- Support mission of school district by serving as a positive role model for students.
- Keep Informed of and comply with state, district, and school regulations.
- Use effective communication skills with district personnel.
- Punctuality and dependability are essential functions of the Job.
- Ability to demonstrate the following core values: Integrity, high expectations, commitment, respect dedication to teamwork and passion for a student-centered environment.
- Strong organizational, communication and interpersonal skills.
- Demonstrated competency in subject area/level assigned.
- Knowledge of academic c subject area/level assigned.
- Knowledge of pedagogy, curriculum, and Instruction.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____ Date: _____

Revised: 09/20/2023



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



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