



EMPLOYEE NAME: _____

Created: 07/08 Revised: 1/10;2/24

JOB DESCRIPTION

POSITION TITLE: Tutor, Private School, Title I	JOB CODE: TUT6
DIVISION: Leadership & Learning	SALARY SCHEDULE: Temporary Position
DEPARTMENT: Curriculum & Instruction, Title I	WORKDAYS: As needed
REPORTS TO: Title I Program Supervisor	PAY GRADE: Temporary Position
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Works with students in metro area private schools to improve academic achievement.	
REVISION DATE(S): 2-24	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None; teaching experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Proficient Skills: Written and oral communication, motivated, organized, role model

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides academic assistance in the student's area or areas of greatest need on a regular basis.
3.	Collaborates with the student's teacher via e-mail, etc. concerning student's academic needs, strengths and weaknesses, and how best to meet the needs.
4.	Engages students in appropriate academic activities.
5.	Helps students develop strong study skills.
6.	Establishes and maintains rapport with students.
7.	Maintains records of student progress.
8.	Provides evaluations and other reports as requested by the Title I department in a timely manner.
9.	Reports hours worked to an assigned tutor contact.
10.	Participates in scheduled meetings.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____