

EMPLOYEE NAME: \_\_\_\_\_

Created: 1/15 Revised: 6/18;10/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Tutor, Title I, MS Math	<b>JOB CODE:</b> TM16
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> Temporary Positions
<b>DEPARTMENT:</b> Community Engagement & Title I	<b>WORK DAYS:</b> As needed
<b>REPORTS TO:</b> Title I Supervisor	<b>PAY GRADE:</b> Temporary Positions
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Provide instruction for struggling students to enable them to improve academic achievement in math.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Classroom experience required; working with remedial students preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; motivated, well-organized, student management, knowledge of 6-8 <sup>th</sup> grade math

***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 of greatest need on a regular basis.
3.	Collaborates with the student's teacher concerning student academic needs.
4.	Engages students in appropriate academic activities.
5.	Helps students develop strong study skills.
6.	Establishes and maintain rapport with students.
7.	Maintains record of student's progress.
8.	Provides evaluations and other reports as requested by Title I Department in a timely manner.
9.	Reports tutoring hours 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 \_\_\_\_\_