**SCOPE OF RESPONSIBILITIES**

Under direct supervision of the assigned building administrator will provide academic instruction to at-risk students requiring assistance beyond the regular classroom setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Provide tutorial assistance to students using instructional strategies to support academic subjects in the K-12 setting.

Implement a program of study that meets students’ individual needs, interests, and abilities as designated by the core classroom teacher.

Diagnose, teach and evaluate specific needs of students. Seek assistance from core teacher, assessment data, counseling staff and administrator as needed.

Assist students in the development of study habits, time management, attention to school and test taking strategies necessary for successful completion of courses.

Use effective research-based teaching strategies, techniques, and materials to implement curriculum.

Conduct tutoring sessions in designated areas for scheduled time periods, before, during and after the regular school day.

Create a classroom environment conducive to learning.

Supervise students to assure their safety.

Maintain accurate session-to-session progress and current documentation concerning student contact.

Deliver feedback concerning students’ progress on a regular basis to students, parents, core teacher, and principal.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

Keep information confidential.

Serve as a resource to classroom teacher and staff to support best practice in and out of the classroom setting.

Provide accurate documentation, feedback, and reflection, as needed, throughout the year.

MINIMUM QUALIFICATIONS

BA in elementary or secondary education
Wyoming Certification from the Professional Teaching Standards Board

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Minimum of a Bachelor’s degree (B.A.) in Education from a four-year college or university.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.
REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid variables.

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

UNDER 1/3 OF THE TIME:

Stoop, kneel, crouch, or crawl
Taste or smell

1/3 to 2/3 OF THE TIME:

Stand
Walk
Sit
Reach with hands and arms

OVER 2/3 OF THE TIME:

Use of hands to feel or handle
Talk or hear

REQUIRED MOVEMENTS

FREQUENTLY:

Bend
Reach

OCCASIONALLY:

Squat
Kneel – duration at one time – 5 minutes – 30 minutes
Climb on Step Ladder
Push or Pull less than 50 lbs
Twist – body part – above waist
WEIGHT LIMIT

UNDER 1/3 OF THE TIME:
Lift up to 10 lbs
Lift up to 25 lbs

SPECIAL VISION REQUIREMENTS

No special vision requirements

TYPICAL NOISE FOR THE WORK ENVIRONMENT

Moderate noise (examples: business office with computers and printers, light traffic)

HEARING DEMANDS

Ability to hear well enough for any type of position (e.g. normal hearing and audiogram including normal noise and speech discrimination).

WORK ENVIRONMENT

NONE OF THE TIME:

Wet or humid conditions (non-weather)
Work near moving mechanical parts
Work in high precarious places
Fumes or airborne particles
Toxic or caustic chemicals
Outdoor weather conditions
Extreme cold (non-weather)
Extreme heat (non-weather)
Risk of electrical shock
Work with explosives
Risk of radiation
Vibration

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ______________________________________________

Employee Signature:_____________________________     Date: __________________

Tutor
Page 4