



EMPLOYEE NAME: _____

Revised: 3/11; 10/12; 6/18; 5/19

JOB DESCRIPTION

POSITION TITLE: Tutor, Certified	JOB CODE: TUT2
DIVISION: Academic	SALARY SCHEDULE: ** See Below
DEPARTMENT: Curriculum, Instruction, & Assessment	WORK DAYS: As needed
REPORTS TO: Principal	PAY GRADE: ** See Below
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Works with students to improve academic achievement.	

REQUIREMENTS:

1.	Educational Level: Bachelor degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Prior classroom experience required
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

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(s) of greatest need.
3.	Collaborates with the student's teacher concerning the student's academic needs.
4.	Engages students in appropriate academic activities.
5.	Assists students in developing strong academic skills.
6.	Establishes and maintains rapport with the students.
7.	Maintains records of student progress.
8.	Provides evaluations and other reports as requested.
9.	Participates in scheduled meetings.
10.	Provides record of hours worked to an assigned Tutor Contact.
11.	Performs other duties as assigned by appropriate administrator.

** New Hires/Substitute Teachers: Hourly Rate of Pay – CIT4, Step 1
 CCSD Current Contracted Certified Teachers: Current Hourly Rate of Pay
 CCSD Retirees – Current Hourly Rate of Pay for last known step

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____