JOB DESCRIPTION

POSITION TITLE: ESOL Tutor
JOB CODE: TUT1
DIVISION: Academic
SALARY SCHEDULE: Temporary Positions
DEPARTMENT: ESOL Program
WORK DAYS: As needed
REPORTS TO: ESOL Supervisor
PAY GRADE: N/A
FLSA: Non-Exempt
PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Facilitates regularly scheduled tutorial sessions with small groups of middle or high school students to strengthen their English language, academic skills, and achievement; works under the direct supervision of a certified teacher.

REQUIREMENTS:

1. Educational Level: Associate Degree or 2 years of University course work required; Bachelor Degree preferred
2. Certification/License Required: None required; Teaching certificate preferred
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; may require travel between schools
5. Knowledge, Skills, & Abilities: Written and oral communication; well-organized; a role model for students; good command of the English language; able to work with individuals or small groups in a classroom setting; able to maintain records of students’ progress and complete required paperwork in a timely manner

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. Processes private school/home school referrals.
3. Completes and submits accurate local travel reimbursement reports.
4. Completes and submits accurate monthly time sheets in a timely manner.
5. Utilizes appropriate assigned teaching materials.
6. Maintains records of student progress in language acquisition.
7. Completes testing on required test dates.
8. Communicates with parents, teachers, and lead teachers.
9. Arranges and participates in parent conferences.
10. Participates in regularly scheduled training sessions.
11. Performs other duties as assigned by the appropriate administrator.

Signature of Employee ___________________________ Date ________________

Signature of Supervisor ___________________________ Date ________________