JOB DESCRIPTION

POSITION TITLE: Tutor, Flexible Learning Program Math | JOB CODE: TUT8
DIVISION: Academic | SALARY SCHEDULE: N/A
DEPARTMENT: Teaching and Learning | WORK DAYS: N/A
REPORTS TO: Principal | PAY GRADE: N/A
FLSA: Exempt | PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Provides math tutoring sessions to students.

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. Knowledge, Skills, & Abilities: 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 math to students on a regular basis.
3. Collaborates with the student’s teacher concerning student academic needs, strengths, and weaknesses and how best to meet student 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 in a timely manner.
9. Reports hours worked to an assigned tutor contact.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________________________ Date ____________________

Signature of Supervisor ___________________________________________ Date ____________________