



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

Revised: 10/06; 11/09; 9/13; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Tutor, Homeless Students	<b>JOB CODE:</b> TUT5
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Curriculum, Instruction & Assessment/ CSTEM & Assessment (funded through Title I)	<b>WORK DAYS:</b> As needed
<b>REPORTS TO:</b> Supervisor, Title I	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Provides supplemental instruction to homeless students in collaboration with classroom teachers; assists students in learning and achieving to the best of their abilities.	

#### REQUIREMENTS:

1.	Educational Level: Bachelor degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate in any academic subject
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, 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 appropriate learning instruction to students.
3.	Exhibits professionalism and flexibility in all job related situations.
4.	Follows professional ethics in all work related activities.
5.	Communicates responsibly with all individuals and groups.
6.	Works cooperatively with colleagues and the community.
7.	Promotes a positive learning experience.
8.	Submits accurate and appropriate paperwork on schedule.
9.	Adheres to county, state, and federal policies and procedures in a supportive manner.
10.	Takes reasonable measure to protect students' health and safety.
11.	Presents a personal appearance which enhances the image of the school.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_