EMPLYEE NAME: __________________________

Revised: 3/11; 10/12; 10/13; 6/18; 5/19

JOB DESCRIPTION

POSITION TITLE: Tutor, Title I-C Migrant
JOB CODE: TUT7

DIVISION: Academic
SALARY SCHEDULE: ** See Below

DEPARTMENT: Curriculum, Instruction, & Assessment
WORK DAYS: As needed

REPORTS TO: Coordinator, International Welcome Center
PAY GRADE: ** See Below

FLSA: Non-Exempt
PAY FREQUENCY: Varies based on primary job

PRIMARY FUNCTION: Works with Migrant students to improve academic achievement.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: Prior tutoring experience preferred
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 Migrant student’s area(s) of greatest need.
3. Collaborates with the Migrant student’s teacher concerning the student’s academic needs.
4. Engages Migrant students in appropriate academic activities.
5. Assists Migrant students in developing strong academic skills.
6. Establishes and maintains rapport with the Migrant students.
7. Maintains records of Migrant student progress.
8. Provides evaluations and other reports as requested.
10. Provides record of hours worked to an assigned Tutor Contact.
11. Performs other duties as assigned by appropriate administrator.

** Those with a Bachelor’s Degree or Higher: $30 per hour per GA State DOE guidelines for this position
Those with a High School Diploma or GED: $20 per hour per GA State DOE guidelines for this position
This is a part-time position with no more than 20 hours per week and paid with Title I-C Grant Funds

Signature of Employee ___________________________________________ Date ________________

Signature of Supervisor __________________________________________ Date ________________