

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

Revised: 3/11; 10/12;12/16; 6/18; 5/19;1/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Tutor, Extended Day/20 Day Funds	<b>JOB CODE:</b> TUT3
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> ** See Below
<b>DEPARTMENT:</b> Curriculum, Instruction, & Assessment	<b>WORK DAYS:</b> As needed
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> ** See Below
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> 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 – Hourly rate of pay \$35.35

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

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