



<b>Title:</b>	Tutor for Elementary Schools
<b>Reports to:</b>	Supervising Teacher and Elementary School Principal
<b>Terms of Employment:</b>	Temporary
<b>Salary:</b>	Scotland County Schools Tutor Scale

- Qualifications:**
- Graduation from high school
  - Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position
  - Those qualifications required under the provisions of “No Child Left Behind”
    - A. Associate's Degree, ***or***
    - B. Completion of 48 semester hours of college credits, ***or***
    - C. Successful completion of a series of WorkKeys assessments ***plus*** earn 96 contact hours of appropriate staff development

**Supervises:** None

**Essential Job Functions:**

1. Assists in the preparation of materials
2. Maintains awareness of goals and objectives of supervising teacher
3. Assists in implementing the planned program
4. Assists in reinforcing and accelerating learning with student(s) as directed by supervising teacher
5. Provides information to teacher(s) concerning student(s) progress
6. Uses correct grammar and spelling at all times
7. Demonstrates content knowledge well above the level necessary to support and encourage student(s) learning
8. Performs clerical duties as assigned
9. Demonstrates technical skill in operating equipment
10. Assembles materials to maximize their use
11. Keeps accurate and up-to-date progress reports on student(s) with whom they work
12. Is punctual
13. Demonstrates a high level of ability to accept all responsibilities
14. Exhibits positive behavior toward children, parents, staff and administrators
15. Works to communicate within the community in a positive manner
16. Conducts self as a positive role model in the school and community
17. Models outstanding character as well as adheres to laws, rules and regulations
18. Assists students with understanding, interpreting and adhering to laws, rules, and regulations
19. Performs other duties and responsibilities as assigned by supervisor



## **Tutor Physical and Cognitive Requirements**

The major physical and cognitive requirements listed below are applicable to the **Tutor** job classification within Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions