

**LINCOLN PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT**

Job Title: Federal Programs Bilingual Tutor/Mentor

Days/Calendar: N/A

Location/Department: Educational Services/ Federal Programs

☐ Full Time ☒ Part Time

Physical Class: ☐ Sedentary ☒ Light ☐ Medium ☐ Heavy ☐ Very Heavy

Prepared by: Marco Pedroza

Prepared/Last Reviewed Date: 10/15/25

HR Use Only:

Overtime Status:

☒ Non-Exempt ☐ Exempt

Exemption Category:

☐ Teacher

☐ Administrative

☐ Academic Administrator

☐ Executive

☐ Non-Academic Administrator

☐ Computer Professional

☐ Learned Professional

☐ Creative Professional

HR Supervisor Approval: Blake Simpson

HR Review Date: 10/24/25

REQUIREMENTS:

- A. Education Level: College coursework; associate's or higher degree preferred.
- B. Certification: None
- C. Required Experience: Fluent in a language (speaking, reading, and writing), other than English that will be useful in communicating with students. (Language to be determined.)

REPORTS TO: EL Advocate Specialist

RECEIVES GUIDANCE FROM: School Administrators and EL Teachers, where assigned.

BRIEF DESCRIPTION OF POSITION: Tutor/Mentors will provide in-person tutoring and mentoring services to Lincoln Public Schools students. Sessions will be in classrooms, school media centers, and/or other assigned school spaces with LPS staff present. Tutoring and mentoring will be with EL (English Learner) students with the goal of helping students increase academic proficiency, acclimate to education in the U.S., increase civic and social engagement, and connect with a positive and caring adult. Tutor/Mentors will be issued an LPS Chromebook.

ESSENTIAL FUNCTIONS/SKILLS:

- A. Regular, dependable, in person attendance is an essential function of this position.
- B. Knowledge and proper execution of district policies and procedures. Knowledge of programs, departments or locations served.
- C. Communication/Language Skills: Fluency in a language other than English, to speak, listen, write and comprehend. Possess and demonstrate effective oral, written and listening skills in English as well. Ability to read, analyze, and interpret various documents.
- D. Reasoning Skills: Apply common sense understanding to carry out instructions furnished in various forms. Make decisions in a timely manner, utilizing input from others as appropriate.
- E. Human Relations Skills: Establish and maintain effective, professional working relationships with colleagues, students and community while maintaining the appropriate level of confidentiality.
- F. Have reliable transportation to and from work.

- G. Computer Skills: Knowledge of computer systems including but not limited to Google Suite, especially Calendar, Mail, Docs and Sheets, as well as Microsoft Word and Excel. Will receive training on Synergy, the LPS Student Information System, to look up student schedules, grades and attendance.

PERFORMS THE FOLLOWING TASKS:

- A. Works in a team setting with good organization skills.
- B. Maintains confidentiality of student information.
- C. Performs routine correspondence with LPS staff, in particular, the classroom teacher(s), verbally and in writing.
- D. Provides personalized academic support and development guidance to students.
- E. Assess student needs and foster a positive learning environment.
- F. Provide feedback to students and help develop essential study skills.
- G. Facilitates inquiry-based, individual and small group discussions in English and in students' home language.
- H. Monitors individual student schedules, grades, and attendance.
- I. Assists classroom teachers in facilitating and managing tutorial groups.
- J. Maintain and update status reports on individual student progress.
- K. Complete and update goal plans with refugee students.
- L. Other duties as assigned.

WORKING CONDITIONS:

- A. ☒ Inside ☐ Outside ☐ Both
- B. Climatic Environment: Classroom/school environment
- C. Hazardous:

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Physical Requirements Federal Programs Bilingual Tutor/Mentor Essential functions are items listed in Occasional/Essential, Frequent, and Continuous columns.		Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
Stamina						
1.	Sitting	☐	☐	☐	☒	☐
2.	Walking	☐	☐	☐	☒	☐
3.	Standing	☐	☐	☐	☒	☐
4.	Sprinting/Running	☒	☐	☐	☐	☐
Flexibility						
5.	Bending or twisting at the neck more than the average person	☐	☒	☐	☐	☐
6.	Bending or twisting at the trunk more than the average person	☐	☒	☐	☐	☐
7.	Squatting/Stooping/Kneeling	☐	☒	☐	☐	☐
8.	Reaching above the head	☐	☒	☐	☐	☐
9.	Reaching forward	☐	☒	☐	☐	☐
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)	☐	☒	☐	☐	☐
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	☒	☐	☐	☐	☐
12.	Hand/grip strength	☒	☐	☐	☐	☐
13.	Driving on the job	☒	☐	☐	☐	☐
14.	Typing non-stop	☒	☐	☐	☐	☐
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)	☒	☐	☐	☐	☐
16.	Finger dexterity (typing or putting a nut on a bolt)	☒	☐	☐	☐	☐
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist	☒	☐	☐	☐	☐
	Waist to shoulder	☐	☒	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist	☒	☐	☐	☐	☐
	Waist to shoulder	☒	☐	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	☒	☐	☐	☐	☐
	Waist to shoulder	☒	☐	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	☒	☐	☐	☐	☐
	Waist to shoulder	☒	☐	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	☒	☐	☐	☐	☐
	Waist to shoulder	☒	☐	☐	☐	☐
	Shoulder to overhead	☒	☐	☐	☐	☐
Pushing/Pulling						
22.	25 to 50 pounds	☒	☐	☐	☐	☐
23.	51 to 75 pounds	☒	☐	☐	☐	☐
24.	76 to 90 pounds	☒	☐	☐	☐	☐
25.	Over 90 pounds	☒	☐	☐	☐	☐

Carrying						
26.	10 to 25 pounds	☒	☐	☐	☐	☐
27.	26 to 50 pounds	☒	☐	☐	☐	☐
28.	51 to 75 pounds	☒	☐	☐	☐	☐
29.	76 to 90 pounds	☒	☐	☐	☐	☐
30.	Over 90 pounds	☒	☐	☐	☐	☐

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Are you willing and physically able to complete all the essential job functions listed on this form?

Yes____ No____

If no, what would you require to be able to complete the essential functions of the job?

Signature: _____ Date: _____

Print Name: _____