

## Ashe County Schools Job Description

<b>POSITION</b>	Tutor
<b>TERM</b>	Part-time, student days only
<b>FLSA STATUS</b>	Non-exempt
<b>EDUCATION</b>	Two-year degree or have completed at least 48 semester hours in a degree program
<b>EXPERIENCE</b>	Experience working with children in an instructional setting preferred
<b>REPORTS TO</b>	Building Level Administrator

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to use grammar, vocabulary, spelling, and punctuation
- Working knowledge of the core subjects at the grade level to which employment assignment is made
- Working knowledge of effective methods of dealing with children
- Ability to communicate effectively with students and staff and maintain a professional atmosphere
- Ability to work independently with little guidance
- Some knowledge of the school organization and its community

- Ability to maintain confidential information

**DUTIES AND RESPONSIBILITIES**

- Provide support to the classroom teacher in the instruction of students through group and/or individualized settings as prescribed by the lead teacher
- Monitor work assigned by the lead teacher
- Report progress to the teacher
- Check and correct students’ work while in progress
- Keep students on task
- Demonstrates various instructional activities
- Consistently and fairly praise and reinforce the achievements of students
- Report discipline problems to the teacher or principal
- Perform other duties as assigned by the superintendent or his designee

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*

<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>