



YOUNG LEARNERS

S C H O O L

POSITION DESCRIPTION

POSITION TITLE:	Academic Tutor	DEPARTMENT:	Administration
STATUS:	FT/Hourly	SUPERVISOR:	Coordinator of Administrative Services
SUPERVISES:	NA	REVISED:	3/1/09

POSITION SUMMARY

The Academic Tutor is responsible for performing instructional duties in accordance with guidelines established by SEC.1119- Qualifications for Teachers and Paraprofessionals under the No Child Left Behind act of January 8, 2002. The Academic Tutor is responsible for providing classroom instruction for absent teachers at various site locations in the district when substitute teachers are needed (by traveling to the site locations). When a substitute teacher is not needed, the Academic Tutor will assist in the campus administration office.

PRIMARY RESPONSIBILITIES

- Regular attendance is required
- One-on-One tutoring for eligible students
- Meet and instruct assigned classes at designated times and locations, using lesson plans and curriculum objectives to meet student needs.
- Assist with classroom management, such as organizing instructional and other materials.
- Assist with parental involvement activities.
- Create classroom environment conducive to learning, which is developmentally appropriate for the maturity and interest level of the students.
- Assist students individually or in small groups, with lesson assignments to present or reinforce learning concepts.
- Provide instructional services to students and monitor class while teacher is out of classroom.
- Accompany and monitor students to and from bus/van, restroom, or other areas outside of the classroom.
- Keep accurate attendance and report attendance at designated time.

OTHER DUTIES ASSIGNED AS NEEDED

1. Attendance Office
 - Assist with enrolling students enrolled by ensuring that all paperwork is completed and turned into the attendance office.
 - Complete all necessary paperwork.
 - File student records.
 - Assist with LEP testing as assigned.
2. Office/Clerical
 - Assist principal and/or assistant principals with special projects.
 - Copies/faxes, etc.

3. Summer School enrollment and testing
4. Staff Meetings/Trainings
 - Must attend all staff meetings.
 - Must attend all trainings and meetings related to educational assistants.

EDUCATION AND EXPERIENCE REQUIRED

- Associate's Degree from an accredited college or university
- Sixty (60) credit hours from an accredited college or university or successful completion of approved, rigorous examination.
- Meet rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of, and ability to assist in instructing reading, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness.
- Excellent oral and written skills
- Excellent interpersonal skills

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Proficient in Microsoft Word, PowerPoint, Excel and Outlook.
- Self-starter, attentive to detail; must possess excellent organizational and proofreading skills.
- Excellent interpersonal and leadership skills.
- Excellent oral and written communication and presentation skills.
- Available to work overtime as needed.
- Available to travel as needed.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must be courteous, respectful and helpful.

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide

REASONING ABILITY:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Other Requirements:

- Ability to communicate effectively both in written and oral forms, both internal and external.
- Demonstrate oral proficiency in English.
- Valid Texas Driver's License with appropriate insurance coverage.

WORK ENVIRONMENT

Normal office and Pre-K classroom environment. While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature

Date

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

This description describes the general responsibilities and requirements for the stated position and in no way is an exhaustive list. Young Learners maintains the right to assign or reassign responsibilities to this position at any time.