

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Part Time Tutor Position Description

LOCATION: Schools/Programs within the Division

JOB CATEGORY: Part Time

PAY GRADE: Part Time

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Building Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

The Part-Time Tutor provides supplemental academic support to students individually or in small groups to reinforce skills, address identified learning needs, and support student academic growth. Tutors may work with students across grade levels and academic subject areas based on school and Division needs.

Instruction and intervention activities are provided under the direction of appropriate school-based instructional staff and may include structured or scripted programs, targeted intervention activities, or other instructional materials approved by the school or Division. The Part-Time Tutor does not replace the classroom teacher or other licensed instructional staff and works within established instructional plans and expectations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides individual and small-group tutoring and academic support based on identified student needs and established instructional plans.
- Reinforces academic concepts and skills using approved instructional strategies, intervention programs, materials, and resources.
- Collaborates with teachers, Reading Specialists, Instructional Coaches, administrators, and other designated staff to coordinate tutoring services and support student progress.
- Follows established instructional plans and, when applicable, supports accommodations, modifications, and instructional strategies identified for individual students.
- Assists with academic screenings, assessments, progress monitoring, and collection of student performance data as assigned and after appropriate training.
- Maintains required records and documentation, including student attendance and progress information.
- Establishes and maintains a positive, supportive, and academically focused learning environment that encourages student engagement and independence.

- Maintains confidentiality and appropriate professional boundaries with students and serves as a positive role model.
- Takes reasonable precautions to protect students, equipment, materials, and facilities and follows established safety and emergency procedures.
- Participates in required training and professional learning related to assigned responsibilities.
- Complies with applicable School Board policies, Division procedures, and state and federal requirements and models nondiscriminatory practices.
- Performs other related duties as assigned consistent with the purpose and scope of the position.

KNOWLEDGE, SKILLS AND ABILITIES

The candidate must possess the ability to communicate effectively both orally and in writing; establish positive and appropriate working relationships with students and staff; work collaboratively as part of an instructional team; follow established instructional plans, programs, and procedures; and provide academic support in individual and small-group settings. The candidate must demonstrate patience, dependability, professionalism, sound judgment, and an understanding of appropriate student-adult boundaries. The candidate must be able to maintain confidentiality; organize and maintain required records; follow verbal and written directions; use computers, instructional technology, and other software or digital platforms necessary to perform assigned duties; and learn specialized instructional, intervention, assessment, or student-support techniques as required. The candidate must be able to work effectively with students of varying academic abilities, backgrounds, and educational needs.

EDUCATION AND EXPERIENCE

Education equivalent to graduation from an accredited high school or possession of a General Educational Development (GED) certificate is required. College coursework, postsecondary education, or previous experience working with children or providing academic tutoring, instructional support, intervention, or related educational services is preferred. Additional qualifications may be required based on the specific program, funding source, or applicable state or federal requirements.

SPECIAL REQUIREMENTS

Must successfully complete all employment requirements established by Warren County Public Schools. Must maintain confidentiality of personnel and payroll information and comply with applicable School Board policies, procedures, and federal and state requirements. Additional training, certifications, or program-specific requirements may be required based on the assigned tutoring program or applicable state or federal requirements. Regular and reliable attendance is required, particularly during established payroll processing periods and deadlines.

May be required to travel between schools, offices, and other division-related locations in the performance of assigned duties. Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all Warren County Public Schools driver eligibility and authorization requirements.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are primarily performed in school and instructional settings and require frequent sitting, standing, walking, and use of computers and instructional materials. The employee may occasionally bend, reach, and lift or carry materials weighing up to approximately 25 pounds. Vocal communication, hearing, and visual acuity are required to provide instruction, communicate effectively, review student work and instructional materials, use technology, and observe student activities. The employee is primarily subject to indoor environmental conditions with occasional exposure to outdoor conditions and typical school-related noise.

EVALUATION

Performance will be evaluated by the building administrator or designee based on the employee's effectiveness in carrying out the responsibilities and expectations of the position.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.