Hickman County Schools

Job Title: Academic Tutor

Reports to: Building Principal

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Purpose of Job: Support students academically based on TN Academic Standards, Individual Education Plans, Response to Intervention guidelines, and/or identified areas of individual and small group student academic needs.

* Identify areas of academic needs for students.
* Plan individual and/or small group lessons based on the identified academic needs.
* Implement individual and/or small group lessons based on the identified academic needs.
* Monitor the progress of students in relation to academic standards, individual education plans, and/or response to intervention guidelines.
* Report progress of students in relation to academic standards, individual education plans, and/or response to intervention guidelines to the teachers of record, building level administrators, and parents.
* Record and maintain attendance records for tutoring sessions.
* Communicate absences from tutoring sessions with building level administrators.
* Prepares for assigned classes using appropriate materials to meet the needs of the individual student.
* Assists in enforcing school rules and expectations.