



# Mobile County PUBLIC SCHOOLS

## **Job Description Title – PRIVATE SCHOOL TUTOR (PART-TIME-PARAPROFESSIONAL)**

**SUPERVISED BY/REPORTS TO:** This position reports to the Division of Federal Programs. It involves tutoring individual students and/or small groups.

**FLSA Designation:** Non-exempt

### **QUALIFICATIONS:**

- Must possess a secondary school diploma or its recognized equivalent and **one** of the following qualifications:
  1. Successful completion of at least 48 semester hours from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, or degree was completed **OR**
  2. An Associate's Degree or higher documented degree on an official transcript from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the degree was earned; **OR**
  3. A passing score of 3 or higher on the state prescribed ACT WorkKeys Assessment. The tests currently required are Applied Math, Work Place Documents and Business Writing. The Assessment is taken at the employee's expense.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and appearance.
- Ability to be punctual and regular in attendance.

**Official Transcripts and Score Reports documenting successful completion of all education requirements will be required prior to beginning work in the position.**

**Teaching Subjects: Reading/English Language Arts/Mathematics**

### **LANGUAGE SKILLS:**

Demonstrates proficiency in written and oral communications. Has ability to read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals. Has ability to write routine reports and correspondence in a timely manner.

### **REASONING ABILITY:**

Has ability to apply common sense understanding to carry out detailed written or

oral instructions. Has ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

### **INTERPERSONAL SKILLS:**

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Does not project personal beliefs or biases onto students or faculty members.

### **COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and word processing software.

### **PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 10 pounds and push or pull up to 20 pounds.

### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.*

1. Established objectives and plans learning experiences for individual and/or small groups.
2. Works with Private School Lead Tutor and General Education Classroom Teacher in implementing activities and plans. Uses a variety of techniques that utilize instructional time to meet objectives.
3. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
4. Exhibits positive human relations skills.
5. Evaluates the educational program and/or student progress.
6. Communicates with parents/guardians, colleagues, and community.
7. Attends all required training meetings and workshops.
8. Maintains high level of ethical behavior and confidentiality of information about students.
9. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
10. Reports absences in accordance with Board policies and private school's procedures.

11. Adheres to private school's rules, administrative procedures, local Board policies, and state, federal regulations.
12. Works well with all supervisors and other members of the team.
13. Assumes any and all other responsibilities assigned by the Executive Director of Federal and Special Programs and his/her designated staff.

#### **OTHER REQUIRED SKILLS and ABILITIES:**

- Ability to work in a friendly manner with co-workers and students.
- Ability to physically manage students and equipment.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

#### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- ✓ Generally, works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities.
- ✓ The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.
- ✓ The employee must be able to meet deadlines with time constraints and interact with public and other workers.

#### **EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Private School Principal or MCPSS designee.

#### **TERMS OF EMPLOYMENT**

Daily work schedule will be determined by the Principal or his/her designee. Work schedules are subject to change. **The employee can work no more than 19 1/2 hours per week.** At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

#### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.