

**Job Title:** Focus Intervention Tutor (Part-Time)

**FLSA Exemption Status:** Non-Exempt

**Term:** 180 days (4-5 hours per day) - Position subject to funding and student achievement/growth

**Minimum Qualifications:**

1. Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.
2. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), and demonstrable proficiency in reading and writing skills.
3. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

To provide assistance to Title I teachers and classrooms where applicable and as directed.

**Responsibilities and Essential Functions:**

1. Administer, analyze, and record such achievement data from district and state assessments;
2. Work with individual students in small groups to reinforce learning of material or skills using a variety of educational programs which may include limited technology as denoted from district approved curriculum and resources;
3. Work directly with students who: promoted based on tutoring and students scoring approaching on TCAP. A minimum of six 30-minute groups per day, not exceeding 3 students per group will be expected.
4. Collaborate with school designated RTI Coordinator/Teacher/Interventionist to determine intervention materials and support paths;
5. Document student progress, not limited to attendance, and Exact Path usage
6. Follow the schedule provided by principal/designee to ensure small group time is effectively utilized.
7. Attend training sessions to appropriately utilize materials.
8. No outside duties (such as covering classrooms, lunch room, etc.)

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

