

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Tutor Position Description

LOCATION: Various Schools within Division

JOB CATEGORY: Part-time

PAY GRADE: Miscellaneous Scale

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Building Administrator(s)

GENERAL DEFINITION AND CONDITIONS OF WORK

The Tutor assists children in kindergarten through sixth grade with developing core academic skills. The tutor engages in academic activities with selected students either one-on-one or in small groups, working with students performing below their expected academic grade level.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

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

- Maintains and respects confidentiality of student and school personnel information.
- Discusses assigned teaching areas with classroom teacher(s) to coordinate instructional efforts.
- Assists in delivering instruction to students, as directed by the classroom teacher(s).
- Carries out instructional plans as designated by the classroom teacher(s) and, if appropriate, by students' Individual Educational Plans (IEPs).
- Assists students, individually and in groups, with lesson assignments to reinforce learning concepts.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assists in ensuring the safe and proper physical movement of students from one learning environment to another, as requested.
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date.
- Complies with and supports school and division regulations and policies.
- Maintains proper boundaries with students, ensuring respect for ethical and legal duties in the staff-student relationship, and serves as a role model.
- Provides a positive role model in appearance, demeanor, dress, and behavior for the students served.
- Models non-discriminatory practices in all activities.
- Performs other duties as assigned by the building administrator(s) in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

The candidate must possess the ability to develop and maintain an empathetic attitude toward students, work cooperatively with others in a positive manner, and be willing to learn specialized instructional or management techniques for working with students with disabilities, as needed. The candidate should also have the ability to communicate and develop effective working relationships with students, parents, and staff.

EDUCATION AND EXPERIENCE

Education equivalent to graduation from an accredited high school or General Education Development Certificate (GED). Completion of at least two years of college coursework or higher, or a passing score on the Parapro Assessment is required.

SPECIAL REQUIREMENTS

The candidate must possess strong moral character and is expected to serve as a positive role model both inside and outside the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are typically performed in school settings including classrooms, gymnasiums, cafeterias, auditoriums, and recreational areas. Frequent walking, standing, sitting, stooping, and lifting up to 30 pounds, as well as occasional lifting of equipment, materials, and/or students up to 60 pounds, may be required. The occasional lifting, movement, or transferring of students, including the use of wheelchairs or other mechanical devices, may be necessary. Occasional travel with students on field trips may also be required.

Attendance at parent conferences, building-level meetings, division-wide meetings, and training activities beyond normal working hours may be necessary. Vocal communication is required for expressing or exchanging ideas verbally; hearing is required to perceive spoken information; and visual acuity is needed for preparing and analyzing written or computer data. Work may be subject to inside and outside environmental conditions, noise, and hazards. Physical contact with, and/or possible exposure to, bodily fluids may occur. Daily personal contact with students to provide classroom management and learning environment support is required, as well as regular contact with staff members and administrators. Contact with parents and medical professionals may be required.

EVALUATION

Performance will be evaluated by the building administrator based on the ability and effectiveness in carrying out the responsibilities listed above.