



City of St. Charles School District

SUMMER TUTOR

Reports to:	Coordinator of Adult Education
Classification:	Certified
FLSA Status:	Non-exempt
Terms of Employment:	Part-time
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To provide tutoring for elementary-aged students entering grades 1-4 through the Tutoring for Success program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Provide tutoring in math and/or reading skills in a small group setting of 3-5 students.
- Assess the skill levels of students in their group and document that adequate progress is being made through the tutoring program.
- Provide appropriate resource materials and supplies.
- Maintain student records for program reporting.
- Motivate students in a fun, creative, and energizing way.
- Create an environment of high interest where students are engaged and excited about learning.

Interpersonal Relations:

- Demonstrate positive interpersonal relationships with students and parents.
- Demonstrate positive interpersonal relationships with district staff.

Professional Responsibilities:

- Dress in a professional manner.
- Demonstrate enthusiasm toward students and the teaching profession.
- Follow the policies and procedures of the school district.
- Maintain confidentiality, unquestionable integrity with staff and students.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree with major course work in education or a closely related field.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Strong program management skills and ease of creativity.
- Strong organizational skills for document organization and retention.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, school community, and industry personnel.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Summer Tutors
Revised SY 2013-2014