Multilingual (ML) Tutor (Part Time) JOB DESCRIPTION

POSITION TITLE:	**Multilingual (ML) Tutor (Part Time)**	**FSLA:**	Exempt
REPORTS TO:	Assistant Superintendent of Curriculum & Instruction	**GROUP:**	Non-Affiliated
SALARY/BENEFITS:	$29.44/hour (2026-2027)	**UPDATED:**	November, 2026
		SCHEDULE:	15-25 hrs/wk - Dependent on student enrollment and need

COMMUNITY AND SCHOOL DISTRICT DESCRIPTION

The Brighton Area Schools is an award-winning school district housed within the flourishing community of Brighton Michigan. Brighton is a vibrant community with a quaint downtown that is filled with restaurants, shops and community spirit. We are blessed as a school district to be part of this community and their unwavering support for our schools. The school district has approximately 6,000 students.

EDUCATION/EXPERIENCE

1. Certified Teacher (ESL Certified preferred)
2. Ability to work with non-English speaking students in grades K-12
3. Ability to work flexible hours during the school day
4. Previous experience with Multilingual (ML) students preferred
5. SIOP training preferred; required to complete upon hire if not already trained

PERFORMANCE RESPONSIBILITIES

1. Create and implement a schedule of tutoring sessions (based on service minutes) by collaborating with teachers and ML coordinators
2. Plan lessons and activities that follow best practices for ML learners
3. Monitor progress of Multilingual students
4. Support assessments (WIDA) as directed by the ML coordinators
5. Give individual attention to the learner's educational needs
6. Establish a positive rapport with the students, other tutors, and teachers
7. Communicate with parents as needed
8. Maintain accurate records and document student progress
9. Remain current on ML regulations and MDE updates
10. Meet with Multilingual Coordinator monthly to discuss students needs and progress
11. Collaborate with teachers and building administration to support Multilingual students

ESSENTIAL FUNCTIONS

Note: *The following duties and responsibilities are deemed to be "essential functions" in terms of the Americans With Disabilities Act or ADA. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully; an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

- Supports the health and wellness needs of students.
- Supports social skills, such as sharing with and helping others.
- Supports age appropriate developmental skills
- Observes and reports on physical, emotional, intellectual and social development and progress of students.
- Creates regular communication as needed.
- Attends meetings and workshops as needed.

- Develops and maintains positive relationships and open communication with families and caregivers.
- Maintains a welcoming environment.
- Complete and maintain all required paperwork, reports, receipts and student records in accordance with Brighton Area Schools' system of operation and submit them in a timely and professional manner.
- Maintain a continuous updating of knowledge and experience related to teaching best practices, child development, BAS Curriculum, and other related areas.
- Maintain educational and other credentials as necessary.
- Possess knowledge of Brighton Area Schools' organization, mission, and philosophy.
- Works collaboratively with all staff who support children in our program.

ADDITIONAL DUTIES

- Performs other duties deemed appropriate and as assigned by the Assistant Superintendent of Curriculum & Instruction or designee.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

Note: *The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

REQUIRED

1. Strong written and verbal communication skills.
2. General knowledge of grade level and/or subject area requirements and regulations.
3. Ability to maintain the confidentiality of sensitive information.
4. Ability to negotiate conflict and resolve emotionally charged situations.

PREFERRED

1. Knowledge of the school district and community.
2. General knowledge of computer hardware and software.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

Note: *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, use hands to perform tasks, talk, and hear. The employee is occasionally required to stand, walk; reach with hands and arms, and crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

WORK ENVIRONMENT

- The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Brighton Area Schools does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Inquiries regarding non-discrimination policies should be directed to the Assistant Superintendent of Human Resources.