

FAIRVIEW PARK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TUTOR	File 313
Reports to:	Principal	
Job Objective:	Plans, implements, and assesses student learning experiences for assigned students. Helps students make appropriate choices and grow academically. Facilitates parental involvement.	
Minimum Qualifications:	· Valid state department of education license/certificate appropriate for the position. · Meets all mandated health screening requirements. · A record free of criminal violations that would prohibit public school employment. · Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>. · Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. · Ability to establish working relationships with co-workers and function as part of a cohesive team. · Commitment to keep current with skills essential to the objectives of the position. · Training and/or experience in behavioral management techniques.	
Essential Functions:	The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions. · Prepares the classroom or designated area for instruction. · Consults with teachers to clarify classroom assignments and review intervention strategies. · Schedules individual/small group sessions. Teaches assigned students. · Advances the district's professional image. Tactfully address questions/concerns. · Refers district policy interpretation inquiries to administrators. · Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals. Develops lesson plans that align with state standards and the district's adopted courses of study/curriculum goals. · Collects, organizes, and prepares teaching materials. Reinforces concepts introduced in inclusive educational settings. Varies instructional techniques to address student learning styles. Makes teachers aware of concerns and emerging issues. · Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards. · Helps develop and implement strategies to improve grades, reduce suspensions, and improve graduation rates for at-risk student. · Uses formal and informal assessment strategies to manage student learning and monitor progress. · Helps students identify and make use of supplemental instructional/media resources. · Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills. · Supports community participation in school-sponsored activities that enhance student learning. · Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships. · Collaborates with other staff. Shares knowledge and resources that enhance student learning. · Evaluates student achievement/performance. Prepares progress reports. · Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.). · Consults with support personnel and families to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.). · Requests a student evaluation when a disability is suspected. Assists with the multi-factored examination (MFE) process. Meets mandated paperwork time lines. · Helps the intervention assistance team (IAT) prepare IEP and 504 plans for classroom students meeting eligibility requirements. · Completes tasks and prepares documents required for compliance of federal programs, Title I, Title III and Special Education Part – B IDEA. · Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management plans when required. · Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities. · Promotes the proper care and use of school property. · Prepares/maintains accurate records. Submits required paperwork on time. · Maintains the confidentiality of privileged information.	

- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises assigned non-classroom activities.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and self-control to avert problems and resolve conflicts.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Fairview Park City Board of Education.

The Fairview Park City Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

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