

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: EL Program Tutor	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING: English Language Services	POSITION CLASSIFICATION: B-2-1
TITLE OF IMMEDIATE SUPERVISOR EL & Federal Programs Coordinator	BARGAINING UNIT: LEAF

POSITION SUMMARY: Under the supervision of the building principal and licensed EL staff, EL program tutors provide direct and indirect support to identified English learners (ELs) in grade K-12. EL program tutors support students in one-to-one and small group settings.

DUTIES AND RESPONSIBILITIES:

The functions of this position include, but are not limited to, the following duties and responsibilities:

1.	Meet regularly with site licensed EL staff to plan and prepare language development supports and activities for ELs
2.	Lead small group and one-to-one learning opportunities for ELs, including pre-teaching and re-teaching academic vocabulary, language skill building activities, and language instruction
3.	Receive training in and conduct regular progress monitoring
4.	Provide feedback to site licensed EL staff regarding student progress
5.	Promote a positive learning environment and advocate for student needs
6.	Support development of English language vocabulary and skills, including providing support in the student's primary language where possible
7.	Implement services and supports detailed in the EL student plan
8.	Collect student data as directed by site licensed EL staff
9.	Maintain student and family data privacy and confidentiality
10.	Other duties as assigned.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1.	AA degree (minimum of 60 college credits) or successful Para Pro test or Para Educator Assessment required. Additional post-secondary training relevant to children/adolescents/young adults preferred.
2.	Flexibility within the work environment. Able to work with small and large groups, one-to-one, and in multiple school settings including virtual instructional settings.
3.	Strong communication skills with students and adults.
4.	Skilled in use of various computer programs (word processing, Powerpoint, excel) and with technology used by students (iPads, smartphones).
5.	Strong language skills
6.	Willingness to accept direction from supervising teacher(s) and administrators.
7.	Bilingual/multilingual or conversant in a language other than English preferred

Employee is required to:	Never	Occasionally 1-33%	Frequentl y	Continuously 66-100%
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			34-66%	
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk, see or hear				X
Taste or smell		X		
Physical (lift and carry):		X		
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

DATE: 6/7/2023