

Shelton Public Schools Position Description

INSTRUCTIONAL TUTORS

Qualifications:	Hold current CT teacher certification
Job Goal:	To provide individualized and small group instruction to students
Reports To:	Supervisor of Language Arts
Terms of Employment:	Generally 6 hours per day; student school year, tutor rate of pay

PERFORMANCE RESPONSIBILITIES:

COLLABORATIVE

- Conduct small flexible groups to reinforce skills.
- Conference individually with students throughout the writing process.
- Provide modeled/mini-lessons for teachers requesting support.
- Circulate room and assist students as needed.
- Provide individualized instruction as needed in all subjects (i.e. study skills, review, difficult terms, etc.)
- Plan and/or teach collaborative lessons with the teacher.
- Submit lesson plans to the Supervisor of Language Arts the last school day of each month. Lessons should reflect prior planning as much as possible.
- Assist in the updating of remedial folders.

PULL-OUT

- Remediate small groups of children in reading, writing, and sometimes math.
- Assist students with content area studies as determined by the classroom teacher.
- Provide instruction at students' instructional reading levels.
- Provide opportunities for writing at these sessions.
- Report to classroom teachers on students' progress, your goals, and activities.
- Prepare lesson plans and submit them the last school day of each month to the Supervisor of Language Arts (at the elementary and middle school level).
- Update remedial folders with test scores and any materials that focus on particular skills (elementary level).
- Model strategies that students will learn to implement independently (i.e., test-taking strategies, organizational skills, etc.)

ASSESSMENT

- Monitor all pullout students regularly with assessments.
- Assist with the administration of assessments as requested by classroom teachers and/or the Child Study Team whether or not students are identified as remedial.
- Be able to interpret and analyze CMT scores and other forms of data.
- Identify remedial students through test data and set appropriate goals for them.
- Share strategies with teachers to improve CMT scores.
- Assist the building test coordinator with the administration of the CMT and/or OLSAT.
- Communicate student information to teachers in a concise and timely manner.

ADDITIONAL RESPONSIBILITIES

- Support all new and on-going district initiatives (i.e. reading initiatives, assessment procedures, pilot projects, summer programs, etc.)
- Share responsibilities for the completion of remedial folders.
- Work cooperatively with the Supervisor of Language Arts, your building principal, and your building's Reading Consultant.
- Serve as a consultant to the Child Study Team.
- Assist classroom teachers and support personnel in improving instruction.

- **Participate in professional development opportunities offered by the district.**
- **Maintain ethical and professional behavior and observe confidentiality of student information.**
- **Perform all other duties as assigned by the school's reading consultant, principal and/or supervisor of language arts.**

Revised September 2007