

## **AFTER SCHOOL TUTOR - ELEMENTARY**

**Reports To:** Principal or designee

**Employment Term:** One hour 4 days a week.

**Salary:** \$20.00/hour

**Purpose:** The purpose of the tutor position is to provide remediation, instructional, and tutoring services for students who are struggling in Tier II or III.

### **Qualifications:**

1. Must be technologically literate with the ability to utilize the computer learning programs.
2. Must have experience with appropriate age level listed in job posting.
3. Preference for individual, with knowledge and experience with the students at the respective schools.
4. Preference for individual with experience with and/or knowledge of at-risk students.
5. Preference for individual with experience in remedial education.
6. Preference for individual already employed as a teacher within the building.

### **Responsibilities:**

1. Serve as a mentor/tutor to assigned students.
2. Provide appropriate instruction/remediation/tutoring in areas identified.
3. Communicate with teachers of record to facilitate student success.
4. Communicate with parent(s) as needed.
5. Keep accurate attendance records and provide attendance data when requested.
6. Pre and post test for students.
7. Facilitate completion of recovery school for all subjects/students approved by principal.
8. No more than 10 students per day.