

# TUTOR

## Job Description/Standards

### **Standards:**

**Certification Required:** Elementary Education 1-6 or K-8 or as listed on the job posting

### **Special Criteria or Skills Required:**

1. A minimum of six semester college hours (or its equivalent) in technology
2. Trained or willing to be trained in Guided Reading, Running Records, Corrective Reading Strategies, and Accelerated Reader

### **Qualifications: Permanently Employed Instructional Personnel:**

Qualifications as per second set of criteria listed in West Virginia Code 18A-4-7a including specialized training in the Compass Basic Skills.

### **Qualifications: New Applicants Including Substitute Teachers:**

1. Qualifications as per first set of criteria listed in West Virginia Code 18A-4-7a including specialized training in Compass Basic Skills.
2. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel.
3. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
4. Exhibits knowledge of the duties and responsibilities of the classroom teacher and the ability to perform the duties and responsibilities as demonstrated in the personal interview.
5. Ability to communicate effectively with students, school personnel, and parents.
6. Educational philosophy compatible with the Jackson County Board of Education philosophy.
7. Ability to work cooperatively with others.
8. High academic achievement in college education program.
9. Ability to motivate students and get them excited about learning.

**Immediate Supervisor:** Principal or Elementary and Middle School Director

### **Duties and Responsibilities:**

1. Provide individualized instruction to students who are having academic difficulty.
2. Utilize instructional management system models which increase student learning.
3. Use instructional materials which are age appropriate, functionally appropriate, and of high interest level for students.
4. Monitor student progress toward mastery of instructional goals and objects
5. Evaluate and provide data results on student progress at the end of the tutoring period to immediate supervisor.
6. Integrate technology in programs of study
7. Fosters a classroom climate conducive to learning.
8. Communicates effectively with parents on a regular basis.
9. Meets professional responsibilities.
10. Maintains professional work habits.
11. Promotes and maintains positive pupil-teacher-parent relationships.
12. Performs other job related duties as assigned by the principal or assigned director.