



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Tutor**
Job Family: **Instructional Support**
Prepared/Revised Date: **November 27, 2013**

FLSA Status: **Non-Exempt**
Pay Range: **PT20H**
Job Code: **41800**

SUMMARY: Responsible for providing instructional support to students in all subject areas. Coordinate with administrators, counselors and instructors to identify and work with students in need of tutoring services, and prepare lesson plans, activities and materials to support instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Work with students one-on-one or in small groups to provide instructional assistance with class assignments in all subject areas. Prepare lesson plans, activities and materials to support instruction. Determine individual learning styles and testing strategies and assist with setting priorities and goals.	D	60%
2. Coordinate with administrators, counselors and instructors to identify students in need of tutoring services and communicate student needs and/or progress with parents and staff.	D	5%
3. Follow up with students regarding homework assignments, tests and other class projects.	D	5%
4. Maintain student records and reports as needed.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. May administer, edit, proofread and grade student work, tests and assignments.	W	5%
7. Assist with the development of individualized education programs (IEP) for students.	W	5%
8. Assist with determining student placement and identifying high risk and special needs students.	W	5%
9. Prepare and distribute parent communication memos and correspondence, provide public relations for applicable programs and write articles for publication in monthly newsletter.	W	5%
10. Attend appropriate inservices, building meetings, training, IEP meetings, parent conferences and/or school functions.	M	3%
11. Perform other duties as assigned	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree
- One to two years of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
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- English language skills, including editing, proofreading, punctuation and spelling skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Knowledge of courses, subjects and classes taught at site
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers, peripherals and media equipment
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students during tutoring sessions

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	