

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**TUTOR**

**QUALIFICATIONS:**

1. A bachelor's degree or higher in the subject or subjects involved; or three years post-secondary education; or 90 hours approved study in educationally related field.
2. Credits of approved study may be in the form of:
  - a. Semester hours of Continuing Education Units (CEUs) issued by a college
  - b. In-service credits or in-service contact hours must be verified locally (submitted with a signature of a person authorized by the local superintendent)
  - c. Contact hours issued by other professional organizations

**DESIRED QUALIFICATIONS:**

1. Experience working with children
2. Skills and proficiencies for basic computer utilization
3. Ability to work independently with guidelines from administration and teachers

**REPORTS TO:** Director of Student Special Services or Building Administrator

**JOB GOAL:** To provide instruction for lessons and support the student in completing their work

**PERFORMANCE RESPONSIBILITIES:**

1. Provide instruction for any prepared lessons and support the learner in completing his/her/their work.
2. Communicate effectively with student(s), teachers, and building administrators.
3. Provide individual assistance in mathematics, literacy, and content areas for elementary, middle, and/or high school students.
4. Prepare learning materials and schedule tutoring sessions according to academic needs and goals.
5. Administer classroom teaching materials such as quizzes, handouts, study notes, etc., in the specific subject area.
6. Make informed decisions on the best strategy and module for teaching each specific student according to their strengths.
7. Assist students to appraise and reflect extensively on feedback received on evaluated work so they grow their ability to convert feedback to knowledge and progress effectively.
8. Teach note-taking, studying, planning, organization, research methods, and other effective learning skills.
9. Help students set goals for themselves and motivate them to achieve those goals with positive reinforcement.
10. Implement IEP or 504 accommodations, if required.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of students and staff.
2. Demonstrates respect for the legal and human rights of all students.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually.
5. Demonstrates dependability, integrity, and other ethical standards.
6. To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to maintain effective classroom management strategies.
5. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
6. Demonstrate the ability to communicate effectively.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document

**History:**

Approved: March 15, 2023