

Stow-Munroe Falls City School Dis

TITLE 1 TUTOR (1426)

JOB POSTING

Job Details

Title

TITLE 1 TUTOR

Posting ID

1426

Description

STOW-MUNROE FALLS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: TITLE I
TUTOR

File 312

Reports to: Assigned administrator/supervisor

Job Objective: Provides supplemental instructional support for students that qualify for Title I services.

Minimum · Holds and maintains required state department of education credentials.

Qualifications: · Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.

- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) training may be required for some assignments.

Essential 1. Maintains a thorough understanding of subject matter and pedagogy. Provides Functions: supplemental instructional services. Plans/implements intervention plans that help students meet state academic content and performance standards.

- Tracks/profiles student grade-level reading and math proficiency data. Qualifies student for program participation. Provides instructional support for reading and/or math activities.
- Complies with parent involvement, reporting and recordkeeping requirements.
- Prepares instructional materials. Teaches assigned students and subject matters as scheduled.
- Develops and implements lesson plans aligned with state standards and district curriculum goals.
- Evaluates student academic needs and learning styles.
- Differentiates instructional techniques to effectively advance student learning.
- Facilitates the integration of new or improved technology in all areas of the curriculum.
- Utilizes formal and informal assessment strategies to monitor student progress.
- Uses a data-driven approach to analyze assessments. Provides effective feedback to students.
- Identifies alternative approaches/accommodations as needed (e.g., differentiated curricula, equipment adaptations, extended time, study guides, reading/transcribing assistance, etc.).
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Facilitates inclusion as the preferred placement method for students with disabilities.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.

- Shares student progress updates with classroom teachers and parents/guardians.
- Proctors state and district testing activities. Upholds mandated security procedures.
- Provides families information to help students with reading activities at home when requested.
- Documents student progress and prepares recommendations that comply with state requirements.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual. Maintains a professional appearance.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

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5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, **if duties involve any the following situations:**

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in proximity to vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Stow-Munroe Falls City School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Shift Type **Part-Time**
Salary Range **Per Hour**
Location **RIVERVIEW ELEMENTARY**

Applications Accepted

Start Date **08/13/2024**
End Date **08/15/2024**