

## ACADEMIC TUTOR

### Purpose Statement

Under the direction of an assigned supervisor, assists a certificated teacher in reinforcing instruction in individual or small groups of students; provides classroom tutorial services to students in assigned subject areas or programs; assists in the preparation of instructional materials and provides routine clerical support.

### Essential Functions

- Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; assists with the preparation, reinforcement and presentation of materials related to the instructional program regarding mathematics, English, foreign language, social science and science.
- Motivates and supports students in achieving a better understanding and confidence in the assigned subject area.
- Assists teacher with promoting good study skills and organization techniques to help improve student academic performance.
- Orients, briefs and assists absent and late enrolling students in course assignments and special projects required by the teacher.
- Assists teacher during classroom activities and non-classroom activities (field trips, campus visits, and special events).
- Assists teacher in maintaining classroom environment for effective instruction.
- Serves as a positive role model, valuing education and its benefits.
- Communicates regularly with assigned teacher regarding student progress, achievements or areas of concerns.
- Assists teacher and students utilizing basic classroom technology in support of academic success.
- Attends all tutor informational and training sessions as assigned or required.

### Other Functions

- Performs related duties as assigned.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: oral and written communication skills; interpersonal skills using tact, patience and courtesy; operate standard office equipment including using pertinent software applications.

KNOWLEDGE of basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; classroom procedures and appropriate student conduct; operation of standard classroom equipment.

ABILITY is required to assist with instruction and related activities in a classroom or assigned learning environment; reinforce instruction to individual or small groups of students as directed by the teacher; understand and follow oral and written instructions; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; monitor, observe and report student behavior and progress according to approved policies and procedures; organize instructional materials; operate standard classroom equipment; observe health and safety regulations.

### Working Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The usual and customary methods of performing the job's functions require the following physical demands: standing; walking; sitting; using hands to finger, handle or feel objects, tools or controls; reach with hands and arms; bend; stoop; kneel; crouch; climb; talk and hear. The employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate.

### Education/Experience

Any combination equivalent to: graduation from high school and verification of enrollment in an accredited public or private college, university or community college in a minimum of six academic semester units.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*

*Paraprofessional Job Description*

*Adopted by BOT 9/18/06*

*Revised by BOT 11/13/17*