Tutor for Elementary Schools

**Reports to:**
Supervising Teacher and Elementary School Principal

**Supervises:**
None

**Term of Employment:**
10 months/School Improvement Grant Funded

**Salary:**
Temporary

**FLSA Exempt/Non-Exempt:**
Non-Exempt

**Qualifications:**
- Graduation from high school
- Possession of an equivalent combination of training and experience which provides the required knowledge, skills, and abilities for the position
- Those qualifications required under the provisions of “No Child Left Behind”
  - A. Associate's Degree, or
  - B. Completion of 48 semester hours of college credits, or
  - C. Successful completion of a series of WorkKeys assessments plus earn 96 contact hours of appropriate staff development

**Essential Job Functions:**
- Assists in the preparation of materials
- Maintains awareness of goals and objectives of supervising teacher
- Assists in implementing the planned program
- Assists in reinforcing and accelerating learning with student(s) as directed by supervising teacher
- Provides information to teacher(s) concerning student(s) progress
- Uses correct grammar and spelling at all times
- Demonstrates content knowledge well above the level necessary to support and encourage student(s) learning
- Performs clerical duties as assigned
- Demonstrates technical skill in operating equipment
- Assembles materials to maximize their use
- Keeps accurate and up-to-date progress reports on student(s) with whom they work
- Is punctual
- Demonstrates a high level of ability to accept all responsibilities
- Exhibits positive behavior toward children, parents, staff and administrators
- Works to communicate within the community in a positive manner
- Conducts self as a positive role model in the school and community
- Models outstanding character as well as adheres to laws, rules and regulations
- Assists students with understanding, interpreting and adhering to laws, rules, and regulations
- Performs other duties and responsibilities as assigned by supervisor
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**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered *light physical work* requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquires or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations