



Inst Asst 1 / Tutor

Purpose Statement

The job of Inst Asst 1 / Tutor is done for the purpose/s of providing support to the instructional program within the assigned classroom with specific responsibility for assisting in the instruction of individual or small groups of students in a variety of subject areas; assisting in the implementation of a behavior modification program; monitoring and reporting student behavior and performance; and performing a variety of clerical duties as assigned.

This job reports to Instructional Assistant 3 Tutoring Coordinator

Essential Functions

- Assists teachers in specialized and/or mainstream education setting for the purpose of providing one-to-one reading and writing intervention.
- Assists assigned instructional staff in improving student's reading and writing skills for the purpose of improving student achievement.
- Communicates with teachers regarding assigned students' progress for the purpose of participating in needs assessments and/or assisting in evaluating progress.
- Documents observations of student reading and writing performance for the purpose of providing written records and/or designing additional regular and supplemental student instruction.
- Maintains a variety of manual and electronic instructional files, reports, and records for the purpose of providing written reference and meeting mandated requirements.
- Manages student behavior for the purpose of motivating and improving student reading and writing achievement.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides scripted one-to-one instruction to students following a prescribed curriculum for the purpose of improving student achievement in reading and writing.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: handling hazardous materials; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: english grammar/punctuation/ spelling/vocabulary.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining

students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; applying behavior modification techniques developed for classroom use; writing observations and document student behavior; intervening positively in, and diffusing potential confrontations among students; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with children and adults; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 1