



Inst Asst 3 / Tutoring Superv

Purpose Statement

The job of Inst Asst 3 / Tutoring Superv is done for the purpose/s of coordinating, scheduling, evaluating, and training instructional tutors; disseminating and receiving information; coordinating and implementing tutoring curriculum; providing recommendations for tutoring activities, equipment, and supplies that enhance instruction; and assessing student progress.

This job is distinguished from similar jobs by the following characteristics: Supervisory.

This job reports to Site Administrator, Facilitator or Coordinator

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Communicates with staff, students and/or parents for the purpose of providing or receiving information and direction regarding tutoring needs, plans, activities, and schedules, etc. that support regular or special education classroom instruction.

Conducts ongoing program and student assessment for the purpose of reporting progress and designing curriculum.

Directs overall activities of assigned tutors for the purpose of providing a quality learning environment.

Identifies program needs (e.g. materials, equipment, supplies, space requirements, etc.) for the purpose of providing recommendations that will enhance the tutoring program in accordance with established District guidelines.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Plans, prepares and delivers tutoring instruction to small groups or individuals as needed for the purpose of meeting the educational needs of students.

Prepares and maintains a variety of reports and documentation (e.g. program objectives, schedules, student progress reports, year-end reports, etc.) for the purpose of complying with District requirements and/or presenting information to other staff and/or parents.

Responds to inquiries of other school personnel for the purpose of providing information, assistance and/or direction.

Schedules tutors and students for the purpose of providing consistent and meaningful instruction that supports the regular or special education classroom.

Trains tutors on program components and strategies for the purpose of creating an effective tutoring program that improves student learning.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records; operating standard office equipment and office technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, 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; job-related codes/laws/rules/regulations/policies; methods of instruction and training.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with persons of diverse backgrounds; dealing with frequent interruptions; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% 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

NCLB Certificate

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 3