TUTOR – SUPPLEMENTAL EDUCATIONAL SERVICES (SES)

Reports to:	**Associate Superintendent of Curriculum and Instruction**
Classification:	**Certified**
FLSA Status:	**Exempt**
Terms of Employment:	**To be established by the Board of Education annually**
Evaluation:	**Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy**
Compensation:	**Reviewed and established annually by the Board of Education**

JOB SUMMARY:
To create a flexible instructional program and an environment favorable to learning and personal growth; to establish effective rapport with student; to motivate pupils to develop attitudes and knowledge needed to ensure that effective learning occurs for each child, every day.

ESSENTIAL DUTIES AND RESPONSIBILITIES ***Other duties may be assigned***.

Instructional Skills:

- Prepares for instruction.
- Develop a student learning plan for each student by the second week of services.
- Implements a variety of effective teaching techniques.
- Provides for individual differences.
- Implements instructional objectives effectively.
- Demonstrates competent knowledge of subject matter.
- Uses a variety of material.
- Uses instructional time effectively.
- Motivates students.
- Communicates effectively with students.
- Provides evaluative feedback to students and parents.
- Provide the appropriate school and the parents of children receiving Title I instruction with information on the progress of the children in increasing their achievement in a format and, to the extent practicable, in a language that such parents can understand.

Classroom Management:

- Organizes classroom to promote learning.
- Manages student behavior constructively.

Interpersonal Relations:

- Demonstrates positive interpersonal relationships with students.
- Demonstrates positive interpersonal relationships with staff.
- Demonstrates positive interpersonal relationships with parents and patrons.

Professional Responsibilities:

- Participates in professional growth activities.
- Demonstrates enthusiasm toward the teaching profession.
- Follows the policies and procedures of the school district.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Performs other duties as assigned by the SES coordinator

SUPERVISORY RESPONSIBILITIES:
None.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School Diploma
- 60 hours of college credit

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Missouri Teaching Certificate preferred

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry that are directly related to the duties of this position.
- Ability to apply concepts such as basic arithmetic calculations, fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Demonstrates patience, respect, and understanding of students.
- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.

PHYSICAL DEMANDS*:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here 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 the essential functions. The noise level in the work environment is quiet to loud, depending on the activities of the day. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

SES TUTOR
Created: SY 2009-2010