



Sequoia Union High School District

Job Description

JOB TITLE:	Tutor
REPORTS TO:	Specialized Programs
CLASSIFICATION:	Classified
SALARY SCHEDULE:	
WORK - YEAR / HOURS:	9 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	

DEFINITION

Under general supervision, to provide academic coaching / tutoring for high school students in select programs. Incumbent will perform a variety of instructional and clerical support duties and related work as assigned.

A Specialized Program is one that;

- (a) Identifies a select group of student to be served and
- (b) Provides systemic tutoring service under the guidance of a program manager/coordinator.

DISTINGUISHING CHARACTERISTICS

A tutor should have a desire to work with and motivate students to learn. They should also be reliable and professional since students will depend on them to keep a schedule and routine. Flexibility, a sense of humor and enthusiasm are also helpful qualities.

EXAMPLES OF DUTIES

- Work in direct service on a high school site, in order to provide academic coaching / tutoring for up to 10 high school students.
- Meet with students at least three times per week, one-on-one for at least one hour per

week.

- Provide academic support, via in-class and after-school tutorial sessions, in English, Math, and/or Science to students.
- Meet with the Site Supervisor on a weekly basis (or as needed) to discuss, plan and report on activities and/or assigned projects.
- Build partnerships with the assigned student's instructors and families, providing a team approach in reaching academic goals. Increase support for families and involve them in the education of their children.
- Use tutoring strategies that will focus on Language Arts and Mathematics content, areas that are
 - needed to pass the California High School Exit Exam (CAHSEE) in order to graduate.
 - Utilize a California Content Standards-Based Curriculum, as well as the Study and Teacher Guides for Mathematics and English-Language Arts for the CAHSEE content areas.

QUALIFICATIONS

Skill in:

- Any combination equivalent to graduation from high school and sufficient experience in general clerical and youth program work to have provided the required knowledge, skills and abilities.
- Correct English usage, grammar, spelling, punctuation, and vocabulary, efficient and accurate typing and office skills.
- Ability to pass a proficiency test for Math and English.
- Ability to provide tutoring at a high school site for up to 10 high school students.
- Ability to use tutoring strategies which focus on Language Arts and Mathematics content areas that students will need in order to pass the California High School Exit Exam (CAHSEE) and graduate from high school.
- Ability to utilize the California Content Standards-Based Curriculum, as well as the Study and Teacher Guides for Mathematics and English-Language Arts for the CAHSEE content areas.
- Ability to provide consistent academic student support, building on the students' strengths and supporting them in problem areas.
- Ability to write activity reports, work independently with minimum supervision and establish and maintain effective work relationships.
- Ability to communicate clearly, both orally and in writing.
- May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

- Some positions may require the ability to speak, read and write in a language other than English.
- Determining the needs of assigned students and effectively addressing those needs in a learning environment.
- Interacting effectively with a diverse student and teacher population.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.

Hearing and speech ability sufficient to enable communication by telephone and in person.

Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and stacks of papers and instructional materials.

Physical ability to reach lifts, bend and grasp in order to manipulate instructional materials.