

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



Job Description

TITLE: Tutor

QUALIFICATIONS:

Sensitive and adaptable to learner's differences and needs. Accepting of children from different cultures, backgrounds and ages. Commitment to bettering lives through education. Patience and enthusiasm needed.

REPORTS TO: Program Director or Volunteer Coordinator

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Participate in initial training and volunteer in-service opportunities to upgrade skills.
2. Attend tutoring sessions as scheduled.
3. Assist student through the learning process as defined by the program guidelines.
4. Assign materials and advance levels when appropriate.
5. Maintain student records.
6. Observe confidentiality at all times.
7. Keep staff informed about tutoring experience, job assignments, or any concerns you may have regarding the program.

Approved by: _____ **Date:** _____

Reviewed and agreed to by: _____ **Date:** _____
(Incumbent)