

# Sunflower County Consolidated School District

Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Tutor

**QUALIFICATIONS:**

- Complete at least two years and/or 48 credit semester hours at an institution of higher education, and Associate's Degree or higher, or demonstrate through a state or local academic assessment (ACT WorkKeys) knowledge of and the ability to assist in the instruction of reading, writing, and math
- Sensitive and adaptable to learner's differences and needs
- Good physical condition with the ability to lift 10 pounds

**REPORTS TO:** Building administrator

**SUPERVISES:** N/A

**JOB GOAL:** To provide students with academic skills necessary to function in daily living for achieving success on state/national achievement tests and to serve as a foundation for learning at the next grade level

**PERFORMANCE AND RESPONSIBILITIES:**

- Participate in initial training and volunteer professional development opportunities to improve skills
- Attend tutoring sessions as scheduled
- Assist students through the learning process as defined by program guidelines
- Assign materials and advance levels when appropriate
- Maintain student records
- Observe confidentiality at all times
- Keep staff informed about tutoring experience, job assignments, or any concerns regarding students/program
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent's designee

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)