



Browning Public Schools
JOB DESCRIPTION
Effective: October 7, 2014



Tutor (HiSet/ABE)

(formerly GED/ Adult Basic Education)

*****Offer as an Extended Contract Night School Tutoring Position, not a 1.0 FTE**

Summary of Functions

Under general supervision, provides tutorial services to eligible adults desiring to complete their high school education. Assess competencies and assists in planning student-learning programs.

Essential Duties and Responsibilities

- 1) Student Goals – Recruits students for the program and encourages them in achieving their GED certification. Assists students with the identification and implementation of an educational plan. Regularly consults with and assists supervisor in assessing and tracking the educational level and goals of individual students. Consults with teachers as needed to plan and prepare appropriate instructional materials for tutoring adults. Evaluates academic status of students utilizing TABE, READ and other assessment methods.
- 2) Planning – Plans a program of study that meets the individual needs, interests and abilities of the students. Assists students with the identification and implementation of an educational plan. Plans alternative times and recruitment opportunities to meet the needs of adults and families in the district.
- 3) Instruction – Develops and presents appropriate instructional material utilizing a family-literacy approach. Employs a variety of instructional techniques and media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved. Provides tutoring and related support to students with regular frequency to ensure progress is being made toward their respective goals. Establishes clear objectives for all lessons, units and projects and communicates these objectives to students
- 4) Assessment – Evaluates academic status of students utilizing TABE, READ and other assessment methods. Assesses the accomplishments of students on a regular basis and provides progress reports as required. Seeks assistance and makes referrals, on a regular basis, to district specialists when learning disabilities are suspected.
- 5) Relationships - Establishes and maintains good working relationships with supervisor, administrators, teachers and other staff. May coordinate with other community agencies in providing HiSet services and testing.
- 6) Training – Participates in training, case management and other related meetings as assigned.
- 7) Meetings – Attends staff meetings and serves on staff committees as required.
- 8) Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.
- 9) Equipment – Maintains an equipment inventory including books, assessment material, technology devices, and etc. Provides control to secure such equipment and supplies against theft, loss or damage.
- 10) Public Relations – As approved by supervisor, publicizes the HiSet and ABE programs in the local media (newspaper, tv, & radio). Presents a positive image of the school and conveys the school's genuine concern with the education, growth and development of each participant.

- 11) Records – Maintains accurate, complete records and prepares and submits reports as required.
- 12) Confidentiality – Maintains safeguards over confidential, protected, privileged, or sensitive information, verbal and written, including student information and records, to prevent unauthorized disclosures.
- 13) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the ~~Parent & Community Outreach Coordinator~~ **Alternative Education Coordinator**.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

Two-year A.A. degree

Valid Montana driver's license and good driving record

Two (2) years of experience and/or education in working with students in an academic capacity

Proficient with desktop computers, preferably Microsoft operating system

Knowledge of community and reservation customs and traditions

Knowledge of and personally acquainted with local parents and families

Ability to interact positively with students, staff and community

Ability to tutor adults in all academic subject areas, especially algebra, geometry, writing and reading comprehension

Willingness to work in classroom and home environments

Good communication and organization skills

Willingness to work evenings and other non-traditional hours

Ability to work with others and without close supervision

Good work habits

Desirable Qualifications – Previous tutoring experience.

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