

Tupelo Public School District

	FLSA STATUS: Non-exempt
JOB TITLE:	Tutor (Seasonal – Winter, Spring, and Fall)
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Mississippi Educator license 2. BA or BS Degree(s) 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
REPORTS TO:	Principal
JOB GOAL:	Provide academic support during assigned hours

PERFORMANCE RESPONSIBILITIES:

1. The tutor must conduct him or herself in a professional manner and in accordance with district policies.
2. The tutor must maintain an appropriate endorsement for the class tutored.
3. The tutor facilitates student learning; he/she never simply provides answers. The mission of the tutor is “Empowering students to achieve success.” This philosophy must begin with the tutor.
4. The tutor seeks to encourage and build student esteem and shows respect to all students regardless of the level of knowledge or course level.
5. The tutor shall follow the TPSD Curriculum.
6. The tutor freely seeks assistance from other tutors, supervisors, textbook resources, and other instructors in his/her subject area whenever he/she has the least uncertainty about responding to a student’s need or question.
7. The tutor is friendly and courteous to all students and staff.
8. The tutor keeps his/her supervisor informed on any schedule conflicts (giving a minimum of two day notice if at all possible).
9. The tutor is punctual in filling his/her assigned scheduled times.
10. Perform other duties as assigned by the tutor’s supervisor.

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 regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Tupelo Public School District

TERMS OF EMPLOYMENT: Salary will be \$24 per hour worked and the temporary tutor position will be for a period of 6 weeks.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation.

Approved By:		Date:	9.11.18
--------------	--	-------	---------