

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/83 Effective Date	<u>TUTOR</u> Job Title	1.6.15 Index
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1. Primary Function: As assigned, provides educational instruction at specific grade levels, in assigned subjects to students approved for tutorial instruction.
2. Responsible to: Coordinator of Seriously Emotionally Disturbed.
3. Assigned Responsibilities:
  - 3.01 Plans and implements instructional programs commensurate with assigned student's ability.
  - 3.02 Maintains all District records and reports related to the program and submits them as required.
  - 3.03 Collaborates with District and other appropriate personnel in the development of Individual Educational Plans (IEP's).
  - 3.04 Maintains open lines of communication with students, parents, and staff regarding academic and behavioral progress.
  - 3.05 Administers performance indicator tests and maintains records on grade and competency activities.
  - 3.06 Attends and participates in District meetings as directed.
  - 3.07 Follows specified standards, policies, and procedures of the program and District.
  - 3.08 Performs other duties as assigned.

Additional Responsibilities:

  - 3.09
  - 3.10
  - 3.11
4. Minimum Qualifications:
  - 4.01 Oregon Teaching Certificate valid for the assignment.
  - 4.02 Knowledge of child growth and development at each level of instruction.

Additional Qualifications:

  - 4.03 Valid driver's license and reliable transportation.
  - 4.04 Demonstrated ability in:
    - 4.04.01 The use of interpersonal skills.
    - 4.04.02 The organization and maintenance of efficient time schedule.
    - 4.04.03 The use of appropriate individual programming and social/emotional/behavior management techniques.
5. Term of Employment: Hourly, as needed.
6. Salary Level: Hourly, teacher salary schedule.
7. Evaluation: Performance of this job will be monitored based on the assigned responsibilities and the "Report on Tutors Form."

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
(staff member)