

## **ACADEMIC TUTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the supervision of the Building Principal, the Academic Tutor provides tutorial assistance to under-prepared students in the areas of math, reading, or writing. The incumbent assists the students to achieve higher academic performance and become more successful. Supervision is not a responsibility of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides tutorial assistance to students, either individually or in small groups;  
Creates an effective educational climate through proper supervision and classroom management;  
Implements guidelines and strategies for students;  
Provides information to teachers as requested (student attendance, content covered, etc.) to establish congruence between the tutorial program and the educational program;  
Monitors each student's progress and adjusts the tutorial program accordingly;  
Attends parent or teacher conferences as required;  
Brings immediate concerns regarding students to the Principal's attention;  
Completes required reports on assigned students re: progress and concerns, as requested;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the academic environment;  
Working knowledge of sound educational methods and procedures;  
Ability to maintain a relationship with the student in order to assist with educational difficulties;  
Ability to communicate effectively, both orally and in writing;  
Sound judgement;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation for high school or possession of an equivalency diploma.

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PENDING - Non-competitive