

## **Title I Tutor**

### **Job Summary:**

Plans, implements, and evaluates a comprehensive intervention program to help students improve basic academic skills. Helps students identify goals and make appropriate choices. Encourages parental involvement. Note: Duties may require traveling to various buildings throughout the district as scheduled. Under the direction of a principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

### **Minimum Qualifications:**

- **Valid Ohio teacher's license to teach elementary grades**
- Meets all mandated health requirements.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Knowledge of educational software suitable for remedial instructional.
- Commitment to keeping current with advances in instructional technological.

### **Abilities Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.