

McDowell County Schools

Job Description

POSITION: English After-School Tutor

REPORTS TO: School Principal

DEPARTMENT: Teacher

FLSA STATUS: Exempt

EMPLOYMENT TERM: 3 hours per day 2-4 days per week **during** school term

COMPENSATION: \$35/hour

EVALUATION: Performance in this position will be evaluated annually by the principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: Under the supervisor of the principal, the After-School Mathematics tutor will provide student interventions in mathematics. Other responsibilities include parent communications and tracking and reporting student progress.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Utilize appropriate resources to tutor students to build mathematics skills;
- Maintain lesson plans individualized for each student;
- Evaluate students to measure skill progression and determine improvement areas;
- Support students to develop and meet academic goals;
- Maintains all records required to document student's attendance and academic progress;
- Maintain documentation in WVEIS WOW;
- Encourage student participation through phone calls, announcement, flyers, etc.;
- Assist school personnel with the identification of students for interventions; and
- Report monthly progress to parents/guardian and principal.

SUPERVISORY RESPONSIBILITIES: Supervision of students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions. Employee must have a negative tuberculin skin test upon hire.

EDUCATION AND/OR EXPERIENCE:

- Possess appropriate credential
- Knowledgeable about technology and computer programs

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid WV Teaching Certificate for English.

COMMUNICATION SKILLS:

- Ability to read, analyze and interpret common scientific journals, financial reports and legal documents;
- Ability to respond to common inquiries or complaints from parents and faculty; and
- Ability to effectively present information in verbal or written form to school administrators, faculty, parents, children and members of the School Board.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING AND OTHER SKILLS/ABILITIES:

- Must have a working knowledge of computers and their capabilities;
- Familiar with computer software including but not limited to Microsoft Word and Excel;
- Familiar with intervention software and WVEIS;
- Ability to apply common sense understanding to potentially technical situations;
- Ability to establish priority ordering of tasks necessary to complete a project and convey those understandings and priorities to others; and
- Ability to employ logical sequencing, trouble-shooting, problem solving and decision making skills.

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 frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books or data projector/computer carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

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 noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

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

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.