

**McDowell County Schools  
Job Description**

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**POSITION:** After School Literacy Tutor

**REPORTS TO:** Site Principal

**DEPARTMENT:** Professional

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**FLSA STATUS:** Exempt

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

**COMPENSATION:** Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

**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 direction of the site administrator and/or applicable teacher performs supportive instructional and clerical duties, and other related assignments as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist with the implementation of the Developing Reader Literacy Block;

- Work with the Literacy General Aide to plan and/or implement an established plan for appropriate activities during literacy programming;
- Implement either guided independent reading practice or daily read-aloud and fluency-building activities during the afterschool. Participate in all trainings related to the components of the Developing Reader Literacy Block you will be implementing;
- Assist with organizing the AR library, if appropriate;
- Work with Literacy General Aide to plan literacy activities that you will be implementing, as needed;
- Address individual children's needs under the guidance of the Literacy General Aide;
- Assist in administering pre- and post-STAR Reading™, tutorials and emergent reader modules assessments, as appropriate; and
- Submit group attendance to the Literacy General Aide as designated by program policy

**SUPERVISORY RESPONSIBILITIES:** Exercise supervision over 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:**

- Possesses appropriate credential;
- Knowledgeable about technology and computer programs; and
- On-site applicants preferred

**CERTIFICATES, LICENSES, REGISTRATIONS:**

December 2011  
February 2012

- Possess a valid WV Teaching Certificate for grade 3-5

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret information. Ability to write reports. Ability to effectively present information and respond to questions from groups of parents, teachers, and the general public.

**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:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.