

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION:	GEAR UP ACT Tutoring Facilitator
REPORTS TO:	Director of Adult and Student Services Local School GEAR UP Site Coordinator
CLASSIFICATION:	Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: 2 hrs/day, 2 days/week for 3 weeks

COMPENSATION: \$35 per hour

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

JOB SUMMARY: A professional educator who has a direct instructional relationship with students, spending the majority of time in this capacity. The educator's goal is to create a flexible program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with implementation of ACT tutoring program
- Control access to ACT mobile labs and software and monitor student usage
- Prepare and submit monthly activity form indicating ACT Tutoring activities
- Report any ACT mobile lab equipment problems to the school technology contact
- Other duties necessary to meet the tutoring goals of the GEAR UP program

CERTIFICATION:

- Reading and/or Math certification preferred

QUALIFICATIONS:

- Previous experience with after school programs preferred
- Experience with tutoring/mentoring students/adults
- Able to communicate effectively at the school and community levels
- Knowledge of technology and computer operation/instruction
- On-site applicants preferred

ORGANIZATIONAL RELATIONSHIPS:

- Directly responsible to the GEAR UP Site Coordinator.
- Works cooperatively with all school staff.
- Ultimate responsibility to the Director of Adult and Student Services.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, and volunteers. Supervises students in instructional settings in order to assure their health and safety.

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 boxes of books, data projectors, computers and equipment related to computers, and AV/Mobile Computer Lab 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 quiet to loud depending upon the activity in the particular part of the day and location.

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.