

Laramie County School District #2

Fall 2011

Title: Title I Tutor – Secondary

Qualifications: 1. Wyoming teacher certification
2. Knowledge of reading and/or math skill development and instruction

Terms of Employment: 1. 80 % of the Student days according to district calendar
2. Certified Salary Schedule

Reports to: Principal

Essential Functions:

1. Plans and implements a program of study that meets individual needs, interests, and abilities in the areas of Reading and/or Math.
2. Plans instruction for all identified students as developed in cooperation with instructors to improve academic achievement in the areas of Reading and/or Math, appropriately using individual plans for reading and math.
3. Develops and coordinates with classroom teacher's a servicing schedule for the identified students.
4. Monitors and evaluates student progress and provide feedback on a regular basis to students, parents/guardians, teachers, and principal.
5. Instructs and evaluates specific students' needs and seeks assistance of specialists as needed.
6. Communicates concerns, ideas, and progress with teachers, principal, student, and parents/guardians.
7. Creates a classroom environment conducive to learning and appropriate to the maturity of the students.
8. Provides parents with information that will service the best interests of their children and is discreet with information received from parents.
9. Majority of service will be provided during regular hours of a school day with some exception, as requested, assist students after hours to improve reading and or math skills.
10. Assist the principal and school counselor in graduation readiness activities, motivation, and academic counseling.
11. Develop a professional and ethical relationship with students and advocate for their academic and other school needs.
12. Perform such other duties as may be assigned by supervisors.