Title: **Part-Time Supporting Excellence in Education (SEE) Tutor**

Pay Grade: Non- Scheduled Compensation Rate

Reports to: Administrator Assigned

FLSA: Non-Exempt

Department: Campus Assigned

Length of Assignment: 187 days (contingent upon funding)

Summary

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical and social growth. Meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems. Support classroom-centered activities ensuring the content of the tutoring session is determined by the student's needs. Adhere to federal and state laws, as well as, district policies, procedures, and regulations.

Essential Functions

1. Provide subject-specific content to help students accomplish educational goals.
2. Recognize and adjust different learning styles and student preferences.
3. Create a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, and experiences.
4. Assist students with homework, projects, test preparation, papers, research and other academic tasks.
5. Recognize primary role to help students become more confident, successful, and self-directed learners.
6. Use technology to enrich and strengthen the learning process.
7. Provide direct assistance in the use of equipment, learning objects, and materials needed for student success.
8. Use active listening strategies to allow students to determine content and pace of tutoring.
9. Utilize feedback and reflection to improve tutoring practice.
10. Work cooperatively with instructional program teachers that affect assigned students.
11. Establish and maintain open and positive communication with students, principals and teachers.
12. Work with other members of staff to determine instructional goals, objectives and methods according to district requirements.
13. Attendance at the work site is required to meet essentials functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.
4. Part-Time SEE Tutors will work a maximum of 19.5 hours per week.

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Qualifications

High school diploma or GED; ability to read, write, understand and speak English; ability to follow verbal and/or written instructions; ability to instruct and manage their behavior, strong organizational, communication and interpersonal skills.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent standing, stooping, bending, pulling and pushing; moderate lifting. Movement of small stacks of textbooks, media equipment, desks and other classroom equipment. Valid Texas or New Mexico driver's license/ID card.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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