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

Maximize effective teaching strategies for learning and strengthen the belief that all children can learn. Meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Support classroom-centered activating 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. Use the Texas Essential Knowledge and Skills (TEKS) as the instructional objectives to plan tutoring sessions.
3. Present subject matter according to guidelines established by the Texas Education Agency, Board policies and administrative regulations and best practices.
4. Plan and use appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and instructional needs of students assigned. Help students analyze and improve study methods and habits.
5. Provide formative and summative assessment of student achievement and use results to plan instructional activities. Conduct ongoing assessment of student achievement through formal and informal testing.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plan (IEP).
7. Use technology to enrich and strengthen the learning process.
8. Work cooperatively with instructional program teachers that impact assigned students.
9. Create a safe classroom environment that is conductive conducive to learning ad appropriate for the physical, social and emotional development of students.
10. Establish and maintain open and positive communication with students, principals and teachers.
11. Work with other members of the staff to determine instructional goals, objectives and methods according to district requirements.
12. Use effective communication skills to present information accurately and clearly.
13. Attendance at the work site is required to meet essential 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.

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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.

Qualifications

Bachelor's degree from an accredited college/university; current or previous valid Texas teaching certificate; one (1) year student teaching or approved internship; ability to read, write, understand and speak English. General knowledge of curriculum and instruction; ability to instruct students 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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