Tutor

Rev July 2025

Reports to: Principal

Status: Temporary

Dept./Campus: Assigned Campus

Pay: Flat Hourly Rate

PRIMARY PURPOSE:

Provide supplemental practice and learning support to students to aide in targeted skill development. Use interventions as guided by campus administration and conduct individual and small groups sessions as need to support students.

MAJOR RESPONSIBILITIES AND DUTIES

- **Instructional Strategies**
  - Follow teacher lesson plans and present information and instruction to help students learn subject matter and skills.
  - Collaborate with campus teachers and administration to support successful academic implementation.
  - Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
  - Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).
  - Work with other members and staff to determine instructional goals, objectives, and methods according to district requirements.
- **Student Growth and Development**
  - Be a positive role model for students, and support the school district's mission.
  - Ensure confidentiality of all student's records, test scores, and personal information.
- **Classroom Management and Organization**
  - Maintain an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
  - Manage student behavior in accordance with Student Code of Conduct and student handbook.
  - Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
  - Maintain records and other documents as required.
- **Communication**
  - Establish and maintain a professional relationship and open communication with parents, students, staff members, and community members.
- **Other**
  - Comply with state, district, and school regulations and policies for classroom teachers.
  - Follow district safety protocols and emergency procedures.

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SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED. Demonstrated competency in the core academic subject area assigned. Student teaching, approved internship, or related work experience preferred.

Knowledge/Skills/Abilities:

- Experience working with children in an educational setting
- Knowledge of academic subject assigned
- Basic knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong professional, organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Equipment; personal computer and peripherals; standard instructional equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment
- Work inside; regular exposure to noise
- Maintain emotional control under stress; work prolonged or irregular hours

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.