



## Job Description

Title: Learning Center Tutor

Status: Part-Time, Hourly, Non-Exempt, Seasonal funded through KACC and KARVES Perkins Grant

Reports to: KACC Principal

Functional Relationship to: Executive Director, Dean of Students, Faculty

### Job Summary:

Assist faculty by working with students to fulfill IEP and 504 accommodations as directed, and provide short-term school-wide substitute coverage for faculty/paraprofessionals as requested.

### Duties and Responsibilities whether being utilized as a tutor or a substitute:

- Follow established curriculum with emphasis on the student's curriculum area in reading and math skills.
- Create and maintain an environment conducive to learning.
- Maintain accurate and complete records
- Motivate students and help develop their confidence with their work
- Maintain a high standard of classroom management
- Take all necessary and reasonable precautions to protect students, equipment, materials and KACC facilities.
- Attend faculty and staff meetings as required.
- Perform other duties as assigned.

### **Education, Knowledge and Skills:**

- Current Short-Term Substitute License, Minimum Associate's Degree, Bachelor's Degree and Teacher's Certificate Preferred,
- Strong written and oral communication skills.
- Knowledge of classroom management
- Proficient with Google Suite

### **Miscellaneous:**

- Mandatory Fingerprint Background Check
- Physician's Statement Certifying Physical Ability to Complete Tasks Assigned