

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Hourly Tutor

JOB CODE: 1466

DEPARTMENT: Curriculum and Instruction

PAY GRADE: P1 (U1)

DATE: 12/02/2022

BASIC OBJECTIVES

Facilitates and monitors the delivery of specified instruction and assessments related to student achievement.

JOB TASKS/RESPONSIBILITIES

1. Reviews provided assessment data and assists with recommendations regarding students' needs based on students' response to tutoring instruction.
2. Observes interactions of students as a part of an intervention group and suggests appropriate adjustments to maximize learning environment through student group configuration.
3. Informs parents of meetings and other school events, and schedules conferences when directed.
4. Works with identified at-risk students to deliver small-group interventions.
5. Documents and shares students' progress, recommendations, and observations with leadership team.
6. Assists students in understanding and following school rules and procedures.
7. Meets with teachers of assigned students to discuss student progress.
8. Participates in skills building professional development.
9. Performs other duties related to general intervention delivery and assessment responsibilities as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, finger dexterity, talking, hearing, and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. High school diploma or equivalent.
2. College credits preferred.
3. Good academic standing (3.0 GPA is preferred).
4. Ability to communicate effectively and persuasively in oral and written form.