



## Job Description

**Job Title:** Tutor

### **Essential Duties**

1. Tutors students individually or in small groups.
2. Determines the concepts that need to be addressed in the tutorial group.
3. Assists students with developing writing skills and responds to student's writing assignments.
4. Encourages students to learn and achieve academic success.
5. Models nondiscriminatory practices in all activities.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess at least 20 credit hours of successful college experience, with at least a 2.5 grade point average; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess the ability to perform as a role model for middle and high school students. Must possess excellent organizational and motivational skills. Must be willing to attend all training sessions. Most tutors work at more than one school and must provide their own transportation.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms; physical agility to lift up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Teacher

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Tutor will be required to follow any other instructions and to perform any other related duties as assigned by the principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*