

CHARTER SCHOOL SERVICES OF MICHIGAN

Position Description

Position Title: Intervention Tutor – 10 Month Employee
Department: Elementary / Secondary Schools
Reports To: Principal / MTSS Coordinator
Date: August 5, 2016

SUMMARY OF FUNCTIONS:

The Intervention Tutor is responsible for working with students who meet federally mandated At-Risk Criteria. The Intervention Tutor will create and facilitate a learning environment that meets the needs of all students eligible for At-Risk services.

QUALIFICATIONS:

- Complete at least two years of study at an institution of higher education (equal to 60 semester hours); or obtain an associate's degree (or higher); or meet a rigorous standard of quality and demonstrate, through a formal state or local academic assessment:
- Knowledge of and the ability to assist in, instructing reading, writing and mathematics; or
- Knowledge of and the ability to assist in, instructing reading readiness, writing readiness and mathematics readiness, as appropriate.
- Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
- Must assume responsibility for following state guidelines to keep certification current and valid.
- Criminal background check and criminal history check required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Intervention Tutor must have the ability to perform the following job duties and responsibilities on a regular and consistent basis:

- Participate in identifying and monitoring progress of At-Risk students.
- Work in conjunction with the Principal/MTSS Coordinator in developing student's problem solving and communication skills.
- Document student entry level of performance and periodically assess progress toward mastery of skills in At-Risk target areas.
- Work in the classroom in collaboration with the classroom Teacher to support the student's efforts to participate in classroom activities.
- Work individually or in small groups with the student to support their effort to complete their class work.
- Maintain a daily activity log/lesson plan for At-Risk students or At-Risk instructional groups.
- Communicate needs for instructional supplies and materials to Principal/MTSS Coordinator.
- Notify appropriate staff when student is or no longer eligible for services.

PHYSICAL REQUIREMENTS:

Capable of performing the physical requirements of the position which include, but are not limited to:

- Lifting up to 30 pounds (examples of materials that might require lifting include textbooks, student desks, boxes of Xerox paper, etc.).

- Standing and moving about the work area during class time which may be as much as 4-6 hours per day to adequately monitor and interact with students.
- Sitting for extended periods of time (during activities such as test taking, staff meetings and student activities).
- Ability to maintain consistent and regular attendance as an essential function of the position.
- Adequate vision, hearing and speaking levels in order to hear students, see and grade documents and speak clearly with sufficient volume for all students in class to hear.
- Maintain required professional logs.

The information contained in job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Equal Opportunity Employer