SCHOOL DISTRICT OF WAKULLA COUNTY

K - 3 Tutor

JOB DESCRIPTION

TITLE: K-3 Tutor

EMPLOYEE CATEGORY: Part-Time

QUALIFICATIONS:
1. Minimum of a high school diploma.
2. Ability to work with diverse groups – children and adults.
3. Satisfactory criminal background checks and pre-employment drug screening.

KNOWLEDGE, SKILLS, AND ABILITIES:
> Under supervision of designated administrator, the K -3 tutor will provide academic support through the state trained tutorial process.

REPORTS TO: Principal/Designated Administrator

JOB GOAL

Provide structured tutorials on elementary campuses utilizing the State of Florida program. Prepare students for success for progress monitoring.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:
1. To lead students to better understand subject material.
2. To work with a group of students or individuals in a one-on-one setting.
3. To attend and actively participate in State of Florida trainings.
4. To be familiar with resources and information.
5. To accurately complete forms, including time-sheets and return to designated administrator as scheduled.

PHYSICAL REQUIREMENTS: Physical Work
> Exerting up to 50 pounds or more of force occasionally and/or 20 pounds of force regularly to move objects and/or participate in school/site physical activities such as runs or cardio programs.

TERMS OF EMPLOYMENT: Supplemental/OPS
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those as determined by the designated administrator.

EVALUATION: Annually by Principal/Designated Administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: Item #23

---

[2] WCSB – OPS K-3 Tutor Job Description: Imp. 02/22