

# Pierce Joint Unified School District Job Description

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**JOB TITLE:** Tutor

**LOCATION:** School Sites

**REPORTS TO:** Site Administrators

**BOARD APPROVED:** 9-10-15

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**SUMMARY:** Assist junior high and/or high school students individually or in a small group setting with academic achievement in content areas in a drop-in center environment located on the campus

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide academic assistance to students who come to the center for help. This help may be with reviewing class material, homework or studying for tests
- Be punctual to all assigned sessions
- Appropriate and professional behavior at all times
- Maintain a sign-in sheet and turn sheet in daily following tutoring session
- Contact district teachers if necessary to discuss curriculum or get clarification

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must have:

- Strong GPA in college coursework
- Excellent communication skills
- Responsible, reliable and punctual
- Ability to work with a diverse student population
- Interpersonal relations skills using tact, patience and courtesy
- Ability to work with students one-on-one and in small groups

**EDUCATION AND/OR EXPERIENCE:** High school graduate with college level coursework