

# **GUILFORD COUNTY SCHOOL SYSTEM JOB DESCRIPTION**

## **JOB TITLE: TUTOR**

### **GENERAL STATEMENT OF JOB**

Under general supervision, provides tutorial services to assist students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas. Collaborates with the school principal and staff members to assess students' needs and how best to address them. Work is on an "as needed" basis. Reports to the Principal or designee.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Provide academic assistance to assigned tutees, either in a group or individually.

Help students develop positive attitudes toward learning and studying.

Help students develop self-confidence, raise self-concept, and reduce anxiety or fear of failure in academic work.

Help students develop the study skills necessary for academic success.

Establish and maintain rapport with the assigned student(s).

Serve as a role model for students being served.

### **MINIMUM TRAINING AND EXPERIENCE**

High School diploma and a minimum of 48 hours of college level coursework. A minimum GPA of 2.0 is required.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be able to use classroom equipment and tools such as computers, copiers, typewriters, calculators, pencils, and scissors. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

## TUTOR

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

## **TUTOR**

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of student handbook rules.

General knowledge of procedures to follow in the event of an emergency.

Some knowledge of the curriculum for the grade.

Ability to constantly monitor the safety and well-being of students.

Ability to motivate students.

Ability to maintain order and discipline.

Ability to operate common office machines.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.