

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
**EXPANDED LEARNING PROGRAM TUTOR**  
*Funding supported by Economic Impact Aid (EIA)/Title I  
Temporary through end of school year*

**REPORTS TO:** AFTER SCHOOL PROGRAM COORDINATOR AND/OR  
PRINCIPAL / DIRECTOR OF STUDENT SERVICES

**SUPERVISES:** No supervisory responsibilities

**DEFINITION:**

Under direct supervision of the Principal provide homework assistance to elementary school (K-8) grade students in Expanded Learning Program. Tutors provide one-on-one academic tutoring and educational group activities. Tutor may also provide structured sports activities and art projects for students.

**QUALIFICATIONS:**

Required:

1. Clear oral communication skills (customer service experience a plus)
2. Interest in any of the following: art, computer, recreation programming, etc.
3. Have reliable transportation or transportation plan.
4. Education that shows strong math skills up to the 7-8<sup>th</sup> grade and English language skills with writing, essays and the process of writing.

Desired, but not required:

1. Experience working with children in an individual or group situation.
2. High School Diploma or equivalent.
3. Knowledge of elementary clerical procedures.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of basic computers and software applications.
2. Knowledge of school supplies and equipment.
3. Ability to assist children in an academic environment with math, reading, and writing
4. Ability to work independently and with a team, and under deadlines
5. Ability to work with varied populations, such as teachers, parents and students
6. Ability to plan, design and implement study or homework plans on a weekly basis.
7. Ability to understand and follow oral and written instructions.
8. Ability to maintain a kindly and sympathetic attitude without emotional bias.
9. Ability to be familiar with the school's learning materials.
10. Ability to adapt to unusual physical or emotional conditions in a classroom or on a playground.
11. Ability to exercise independent thinking a good judgment at all times.
12. Ability to arrive on time.

**ESSENTIAL DUTIES/TASKS:**

1. Facilitate activities with groups of up to 10 students.
2. Provide home work assistance, tutoring, academic enrichment, and physical activity using curriculum provided by the school.
3. Assist with the supervision of all participants to ensure a safe and organized program.
4. Assist with the daily attendance records and gather participant information.
5. Work with teachers through e-mail and daily communication to identify academic needs of students in the Expanded Learning Program.
6. Supports Expanded Learning Program direction in expected behaviors.

7. Act as a positive role model.
8. Establishes a separate tutoring location from regular ASP activities to support a quiet and focused learning environment. This location is to be determined by the administration.
9. Organize appropriate schedule for tutoring small groups of students based on age and ability.
10. Provide one-on-one academic tutoring and educational group activities in the tutoring room.
11. Establishes goals, creates lists of students to work with and sets learning environment before the start of tutoring from 3:00-3:15.

### **NON ESSENTIAL DUTIES/TASKS:**

1. Does other duties as assigned.

### **ENVIRONMENT/WORK CONDITIONS:**

- **Location:** Work is performed 80% within the school classroom setting. 20% is an outdoor educational setting such as physical education, recess, walking, field trips.
- **Hazards:** May include slippery surfaces.
- **Equipment Used:** General office equipment, computer, 10-key, copier, sports equipment, outside equipment.
- **Safety Equipment:** None required.

### **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

#### PHYSICAL

- **Standing/Walking:** Frequently; throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally; while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available.
- **Bending/Twisting:** Occasionally; at knees/waist/neck while throughout day.
- **Push/Pull:** Occasionally, exerting a force of 5-20 pounds; while moving supplies.
- **Climbing/Balancing:** Rarely; may use step stool.
- **Kneeling/Crouching/Crawling:** Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

#### MENTAL

- Must possess necessary communication skills, written and oral to complete assignments.
- Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students.
- Must be able to work independently with assigned student(s) and exercise creative problem solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.