

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

### **READING TUTOR (K-3)**

#### **QUALIFICATIONS:**

- 1) High School Diploma or equivalent.
- 2) OR – Meet the following qualifications:
  - a. A junior or senior in Levy County School District
  - b. Currently have a 3.0 GPA or higher
  - c. No history of disciplinary issues
  - d. Two recommendations from present or former high school teachers or extra curricular activity sponsors.

#### **REPORTS TO:**

Reading Tutor Site Coordinator/Principal

#### **JOB GOAL**

Tutors are expected to be dedicated to instilling a love of reading and improving literacy skills for students with reading difficulties. Tutors must be proficient in working with individual and/or small groups of students using provided lesson materials and keep accurate records of all tutoring activities.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

- 1) Participate in an initial in-person tutoring training session(s)- high school graduates (2 hours) and high school students (6 hours).
- 2) Participate in all required training, professional development sessions, and tutor meetings.
- 3) Become familiar with the approved intervention program.
- 4) Establish and maintain a rapport with assigned students, communicating with them in an age-appropriate manner.
- 5) Tutor students in small study groups or individually.
- 6) Develop professional relationships with all staff.
- 7) Ensure confidentiality of all student information and test scores.
- 8) Facilitate student learning in a challenging, yet supportive, tutoring environment.
- 9) Conform to regular, timely attendance requirements at the assigned service site during school hours, Monday through Friday.
- 10) Set an example of personal excellence and high expectations for all students to follow, including in appearance and appropriate attire.
- 11) Communicate frequently and honestly with the site coordinator regarding student progress and areas of concern.
- 12) Ability to work in a constant state of alertness and safe manner.
- 13) Maintain appropriate control and level of supervision while working with students during tutoring sessions.

**15.00 w/o Bachelor's degree**  
**\$27.93 with Bachelor's degree**  
**DOE Job Code 51079**  
**Board Approved 06/14/2022**