



## Math Tutor

### **Job Overview**

The job of the Math Tutor was established for the purpose of assisting students in providing focused interventions related to math using math strategies to individual students or small groups of students.

This job reports to the School Principal.

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### **Essential Functions**

- Holds/maintains a strong, relevant, and current understanding of all math concepts.
- Analyzes data and monitors student progress while delivering focused intervention/assistance to students.
- Demonstrates exemplary instructional practice and possesses a deep understanding of teaching and learning for the purpose of effective best practices to improve student achievement results and close achievement gaps; helps with homework.
- Provides a foundational level of math concepts to students.
- Maintains a variety of manual and electronic files and/or records (e.g. TCAP data, student records, and other data regarding proficiency) for the purpose of determining student needs.
- Prepares lesson plans, in collaboration with teachers and coaches, related to differentiating.
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### **Working Environment**

This job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

### **Qualifications**

**Minimum experience:** Job related experience

**Minimum education:** None specified

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:



- Ability to apply assessment instruments; operate standard office equipment; plan and manage projects; and use pertinent software applications.
- Knowledge of lesson planning; instructional materials; and community resources.
- Ability to adapt to changing work priorities; communicate with diverse groups; maintain confidentiality; set priorities; and promote services within community.

**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

None Specified

**FLSA Status:**

Exempt/Non

**Continuing Education/Training:**

None Specified

**Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

**Employee Type:**

Certified/Classified

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