



## 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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### Job 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; offers assistance 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

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Working Environment

This job is performed in a standard school setting 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; and some 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

**Continuing Education/Training:** None specified



**Required Certificates and/or Licenses:** None specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** This position may be exempt or non-exempt, depending on the employee's primary position in the District

**Employee Type:** This position may be Certified or Classified, depending on the employee's primary position in the District

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