

POSITION DESCRIPTION: JOM HIGH SCHOOL TUTOR

GENERAL PURPOSE

The JOM Tutor is responsible for providing academic instruction to eligible JOM High School students, who may require more individual assistance in order to fulfill the State's established educational requirements.

SUPERVISION RECEIVED

Works under the direct supervision of the JOM Manager

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop a strong and cooperative work relationship with teachers to determine specific areas in which the student may need extra assistance in achieving their academic requirements.
- Keep a good line of communications open with parents. Informing them of their child's progress, and assist them in ways in which they may also help their child with his/her studies.
- Work in a specified designated area, other than the student's home, for the purpose of providing tutorial services for eligible JOM students.
- Attend upon request, appropriate meetings that will keep key people informed as to the progress of the tutoring component of the JOM students.
- Provide the JOM Director with a written monthly report naming students who are utilizing the JOM tutoring program.
- Attend when possible, workshops, seminars, or other appropriate job related trainings that will enhance the abilities and effectiveness of the tutor and the services they provide.
- Plan a quarterly incentive program for students who are receiving good grades and attendance in school.

MINIMUM QUALIFICATIONS

- Minimum two (2) years previous teaching or tutoring experience.
- Tutor should have full spectrum of knowledge in math, English, and other academic subjects relevant to meeting the State's minimum educational requirements for students to acquire a High School Diploma.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date