

GERVAIS SCHOOL DISTRICT #1 - SFA TEACHER / TUTOR

QUALIFICATIONS:

- Valid Oregon teacher license with appropriate subject endorsements, if needed.
- Bachelor's or higher degree in education or other acceptable educational training in area of study as required by Oregon license.
- Valid First Aid card as requested by Principal.
- Knowledge and understanding of the 21st Century Schools Act.
- Knowledge of current educational practices and methods, evaluation techniques, behavior management techniques, and communication techniques.
- Prior teaching experience - minimum of 3 – 5 years.

REPORTS TO:

- Principal

JOB GOAL:

- To help students acquire and develop reading skills that will contribute to their development as a successful reader.

PERFORMANCE RESPONSIBILITIES: (See Performance Standards for specific indicators for teachers.)

1. Teach a Success for All reading class.
2. Oversee the tutoring program which includes the following:
 - Observe and give feedback to other tutors;
 - Assist the facilitator in determining which students should be tutored each eight weeks;
 - Ensure that all tutors understand how to conduct the Assessment Checklist and utilize the results to create an individualized plan for each student;
 - Ensure that tutors understand how to conduct the Analysis of Strategy Use and incorporate findings into each student's instructional plan;
 - Ensure that tutors and reading teachers are filling out Teacher/Tutor Communication Forms weekly;
 - Create a back-up list for each tutor in the case of absent tutees;
 - Meet with tutors twice monthly;
 - Assist in the coordination of volunteer or peer tutoring programs.
3. Tutor eight to ten of the first graders needing the most assistance in reading twenty minutes each day using the Success for All tutoring schedule.
4. Meet all qualifications of a regular classroom teacher.
5. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:

- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

Teacher Signature

Date