

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

TUTOR

QUALIFICATIONS

1. High school diploma; college level coursework in education or related field.
2. Minimum experience as determined by the board.
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
4. Good oral and written communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal/Classroom Teacher.

SUPERVISES

Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

JOB GOAL

To promote the achievement of students' educational goals and learning objectives by providing supplemental educational services to assist the classroom teacher.

PERFORMANCE RESPONSIBILITIES

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Confers with teacher(s) regarding lesson planning and implementation.
4. Confers with teacher(s) routinely to monitor student performance
5. Operates and cares for equipment used in the classroom for instructional purposes.
6. Helps students master instructional content assigned by teacher.
7. Distributes and collects workbooks, papers, and other materials for instruction.
8. Guides independent study, enrichment work, and remedial work assigned by the teacher.
9. Assists with the supervision of students during class, tutorial sessions, emergency drills, assemblies, and field trips.
10. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.

11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
13. Performs clerical duties related to the instructional program as assigned.
14. Maintains a high level of ethical behavior and maintains confidentiality of information about students.
15. Participates in in-service training and department meetings as assigned.
16. Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and work year to be determined by the board of education.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **October 11, 2007**
 AMENDED: **February 12, 2009**
 AMENDED: **October 28, 2010**
 AMENDED:

Legal References:

<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record
<u>N.J.S.A.</u>	18A:16-1	Officers and employees
<u>N.J.S.A.</u>	18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u>	6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u>	6A:9-7	Paraprofessional approval

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et. seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002