

Position:	Literacy Tutor - Third Grade
Reports to:	Building Principal/Assistant Principal
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Assists students reading below grade level to improve their literacy skills. Collaborates with teachers in the third grade to promote learning and support the implementation of best practices in literacy instruction. Helps lead school-wide efforts to improve literacy instruction
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Conduct tutoring sessions with students using materials provided by Norton City Schools and third grade teachers
- Assist children to improve their reading and writing skills and abilities to reach grade level expectations. This includes collaborating with other staff and reviewing data to identify areas of need. This individual will determine strategies and approaches to develop needed skills during tutoring sessions
- Develop and maintain a weekly tutoring schedule for students to provide consistent literacy tutoring sessions/support
- Document students' progress and intervention to determine the level of student achievement and success. Feedback on student progress will be provided to students, parents/guardians, and staff
- Since support is supplementary, this individual is not responsible for the total instruction of English/language arts or assignment of students' grades; however, this position shall be responsible for expanding and reinforcing concepts that are being taught in the classroom
- Tutoring will begin the first day of school or as soon as possible thereafter and continue until the last day of school. Tutors are asked to attend teacher work days, open house, professional development days, and conferences

Other Duties and Responsibilities:

- Serve as a role model for students and colleagues
- Classroom Management, no more than 10-12 students should be scheduled for any one group and those students should have similar needs (i.e., decoding/writing/phonological awareness). This individual will be provided a minimum of thirty-five minutes planning time during the day and one (1) duty free lunch in accordance to the third grade schedule provided by the building administrators
- Professional Development, attends and participates in training as required to further develop knowledge, skills, and keep current with professional standards and research related to work responsibilities, including but not limited to science of reading, literacy, and technology
- Conferences, this individual may be asked to meet with classroom teachers and parents during scheduled conference days and times or throughout the school year as needed
- Meetings, This individual may be asked to participate in staff meetings, PLC meetings, RTI meetings, or IEP/504 meetings. If this time extends beyond contracted hours, it must be reported as extra time.
- Sick Leave, sick leave is accumulated at the rate of 1.25 days per month.

Qualifications:

- Valid Ohio teaching license that encompasses grade three
- Reading Endorsement preferred
- Knowledge of The Science of Reading is preferred
- Possess computer and technology skills supporting and facilitating record-keeping and communication with staff and families

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Organizational and problem solving skills
- Ability to diagnose reading problems and prescribe appropriate interventions
- Strong background in children's literature
- Strong background in reading knowledge and scientific based reading instruction
- Grant writing knowledge
- Exposure to blood, bodily fluids and tissue

Equipment Operated:

- Copy machine
- Computer
- Telephone
- Printer

Additional Working Conditions:

- Occasional evening/weekend/summer work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with staff/students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional travel, e.g., attending workshop outside of district
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: February 13, 2023