

TITLE: Literacy Tutor - Third Grade

QUALIFICATIONS:

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

REPORTS TO:

1. The building principal/assistant principal

SUPERVISES:

1. Students

JOB GOAL:

1. Assists students reading below grade level to improve their literacy skills
2. Collaborates with teachers in third grade to promote learning and support the implementation of best practices in literacy instruction
3. Helps lead school-wide efforts to improve literacy instruction

PERFORMANCE RESPONSIBILITIES:

1. This individual will conduct tutoring sessions with students using materials provided by Norton City Schools and third grade teachers.
2. This individual will 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.
3. This individual will develop and maintain a weekly tutoring schedule for students to provide consistent literacy tutoring sessions/support.
4. This individual will document students' progress and interventions to determine the level of student achievement and success. Feedback on student progress will be provided to students, parents/guardians, and staff.
5. 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.

6. 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.

A. CLASSROOM MANAGEMENT:

No more than 10-12 students should be scheduled for any one group and those students should have similar needs (ie. decoding/writing/phonological awareness). This individual will be provided a minimum of a thirty-five minute planning time during the day and (1) duty free lunch in accordance to the third grade schedule provided by the building administrators.

B. 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.

C. 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.

D. 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.

E. SICK LEAVE:

Sick leave is accumulated at the rate of 1.25 days per month. When absent due to personal illness, the tutor will be paid for the amount of regularly scheduled time for that day.

F. EVALUATIONS:

Building principals are responsible for the direct supervision of this position and will conduct evaluations using an alternative tool to the OTES rubric. Performance of this position will be evaluated in accordance with provisions of the Board's policy.

APPROVED BY: NORTON BOARD OF EDUCATION

DATE APPROVED: