

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: ESS Tutor – Student/Peer	Reports to: Principal
Job Class Code: 2025, 2030, 2040, 2050, 2060	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Tutor individuals or small groups of students, reinforcing and implementing instruction
- Maintain records of student progress
- Participate as member of an instructional team including remediation teams
- Prepare and organize lessons; administer and score a variety of tests according to established guidelines
- Administer diagnostic and other assessments; score and record test information.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with lab work as necessary.
- Provide proper examples, emotional support, a friendly attitude and general guidance

MINIMUM QUALIFICATIONS

Education: Enrolled Student
Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

CUMBERLAND COUNTY
PANTHERS