

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Elementary Tutor

II. **Definition**

Under the general direction of an assigned teacher, to provide individual or small group (one to three students) tutoring in basic subject areas at the elementary school level and to do related work as required.

III. **Examples of Duties**

Provide one-on-one and small group instruction (one to three students) in a basic subject area; participate in a variety of subject areas as requested.

Assist students (one to three) to develop proper study and research skills. Respond to students' questions regarding course assignments and readings from textbooks.

Under direction of the assigned teacher, administer assessments to one to three students.

May be required to tutor in the student's primary language.

IV. **Distinguishing Characteristics**

Positions in the Tutor classification work directly with students (one to three) under the direction of the assigned teacher

V. **Employment Standards**

A. **Knowledge of:**

Correct English usage, grammar, spelling, punctuation and vocabulary;

Safety and health rules.

Ability to:

Tutor students (one to three) in a wide variety of subject areas, with concentration in one or more basic subject areas;

Explain work assignments to one to three students;

Understand and follow oral and written directions.

Establish and maintain cooperative working relationships with students, teachers, and co-workers.

Speak, read and/or write a second language may be a specific requirement for those tutoring in a primary language other than English.

VI. Education/Training/Experience:

Completion of the twelfth grade or equivalent.

Previous experience in the care and supervision of young children in a learning situation is desirable.

VII. Specific Qualifications:

English Tutor test or Instructional Associate test.

Bilingual test as required for those tutoring in a primary language other than English.

Date: January 18, 2001

Range 17a