

Job title: Title I Tutor		Work Location: Hinsdale Elementary/Middle/High School
School/Department: Curriculum / Title I		Reports to: Title I Program Director
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Hours Per Week: variable Days Per Week: variable

Qualifications

- Maintain current NH Paraprofessional II certification and/or NH Reading and Writing Specialist certification, and/or NH educator (K-5 or K-8) certification.
- Experience with and knowledge of current, evidence-based educational pedagogy and practices related to reading, literacy and/or math instruction.
- Experience with and knowledge of students' developmental, social emotional needs.

Responsibilities

- The purpose of the Title I Tutor is to provide eligible students with tiered intervention supports in a variety of school setting to improve student achievement in reading and math; Implement Title 1 goals (e.g., parental involvement) as determined by Program Director, including participation in events and other activities for the purpose of meeting programmatic goals.
- Work with students individually and in small groups to teach reading skills within an MTSS (Multi-tiered System of Support) framework, including Tier 1, 2 and 3; establish a supportive and compassionate relationship with students.
- Use school and district adopted curricula and programs to provide interventions; prepare instructional materials for the purpose of providing necessary instructional supports and scaffolds; understand and utilize educational technologies, as appropriate.
- Establish and maintain cooperative working relationships with students, staff, and parents.
- Collaborate with colleagues to determine needs of students and design instruction using the requisite evaluation system and data analysis; Administers and reports out on reading assessments, including benchmarking, progress monitoring, summative and formative assessments.
- Maintain student and program records to comply with New Hampshire and Federal guidelines and to document student learning and performance adhering to district and school expectations and using school and district platforms and software.
- Assist in program evaluation, for the ultimate objective of increasing Title I student achievement.
- Attend meetings, training and professional development as required by the state, school district and Title I Program Director.
- Adhere to Ed. 510: Code of Conduct for New Hampshire Educators; Guiding Principles: The Code of Ethics for New Hampshire Educators; All district school board policies and procedures; All district handbooks.
- Respond to emergencies (e.g., injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Maintain NH Paraprofessional II certification and/or NH Reading and Writing Specialist certification, and/or NH educator (K-5 or K-8) certification.
- Assist administration, teachers and other staff, as needed.
- Performs other related duties, as assigned.

Physical Requirements:

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs.: Frequently required
Lift up to 25 lbs.: Occasionally
Lift 26 to 50 lbs.: Rarely
Lift over 50 lbs.: Rarely

CARRY up to 10 lbs.: Frequently required
CARRY 11 to 25 lbs.: Occasionally
CARRY 26 to 50 lbs.: Rarely
CARRY over 50 lbs.: Rarely.

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
Bending: Occasionally
Crawling: Rarely
Squatting: Rarely
Kneeling: Rarely
Crouching: Rarely
Climbing: Rarely
Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torquing:	Occasionally
Fingering:	Frequently required

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Inside: 98% Outside: 2%

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children.

I have reviewed this job description and am in acceptance of its parameters

Print Employee Name:

Employee signature:

Date: