ELIZABETHTON CITY SCHOOLS POSITION POSTING

Position: Project On-Track Academic Tutor

Position Overview:

Project On-Track tutors should embody the core values of the project. Tutors are responsible for leading small literacy groups that address the needs and goals of their students. Tutors should use a variety of soft skills and academic knowledge to support assigned students.

Essential Functions:

* Participate in professional trainings for the two instructional platforms to be used with students – Amplify Reading and mCLASS Dibels 8
* Design tutoring sessions based on trainings of Amplify Reading and mCLASS Dibels 8
* Have strong verbal and written communication skills
* Possess time management skills so that tutored students may accomplish their goals
* Assess students’ progress throughout tutoring sessions
* Provide students with positive and constructive feedback
* Maintain confidentiality regarding student information
* Maintain a quiet and orderly workspace for students within the tutoring area
* Manage program equipment and materials
* Monitor and maintain student participation and attendance throughout the sessions
* Check email, daily, to ensure that program updates and communications are reviewed and addressed to in a timely manner
* Other duties may be assigned by Project On-Track Site Coordinator.

School System Contact:

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