

**ROLE DESCRIPTION**  
**TITLE I TUTOR**

**TITLE:** Title I Tutor

**QUALIFICATIONS:**

1. Bachelors Degree
2. New Hampshire Teacher Certification

**REPORTS TO:**

Building principal and/or designee.

**JOB GOAL:**

To provide supplemental support in reading and/or math to students who are at risk of not achieving state standards.

**PERFORMANCE RESPONSIBILITIES:**

**A. PROVIDE A SUPPLEMENTAL READING AND MATH INTERVENTION PROGRAM:**

1. Plan and implement lesson plans based on the New Hampshire College and Career Ready Standards for English Language Arts and Math.
2. Diagnose individual learning needs and assess progress.
3. Establish learning goals and objectives.
4. Prescribe, execute, supervise and evaluate learning activities.
5. Choose and/or design appropriate materials and resources for the learning environment.

**B. PROVIDE INSTRUCTION IN SMALL GROUP SETTINGS:**

1. Establish appropriate groups based on ability level according to Title I guidelines.
2. Coordinate schedules with classroom teachers and specialists.

**C. PROVIDE COMPUTER ASSISTED INSTRUCTION IN READING AND MATH:**

1. Demonstrate knowledge about instructional software applications used by Title I students, and knowledge of software to be used as assessment tools.

**D. COMMUNICATE AND COLLABORATE:**

1. Coordinate and consult on a regular basis with the classroom teachers, specialists and supervisor regarding student's performance.
2. Communicate with parents through informational meetings, newsletters, conferences and/or by phone contact.
3. Involve parents in home activities, which help their child practice skills and build confidence, including but not limited to: Reading Incentive Program, and Summer B.A.G. (Books Are Great) program.
4. Meet with the Title I Director as needed.

E. PERFORM CLERICAL AND SUPPLY PROCUREMENT DUTIES:

1. Maintain required records for Title I grant purposes, which include: permission slips, rosters, participation logs, reading incentive logs and exit letters.
2. Select appropriate books and supplies for the program.
3. Compile, prepare and organize instructional materials.

F. MAINTAIN TEACHER CERTIFICATION AS REQUIRED BY THE DISTRICT:

1. Fulfill requirements of local Master Plan.
2. Attend and participate in out-of-district and in-district workshops.
3. Keep up to date on best practices in teaching.

G. INSURE SAFETY AND/OR SUPERVISION OF STUDENTS:

1. Supervise during tutoring sessions and assigned recess duties.
2. Implement school-wide policies.
3. Assist in emergency and drill situations.

H. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS

Standing – Frequent  
Walking – Frequent  
Sitting – Frequent  
Driving – Seldom  
Lifting – Occasional  
Bending/stooping - Occasional

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.