

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Native Language Tutor

Supervisor: Assistant Superintendent of
Curriculum and Instruction/
District Bilingual and ESL
Program Coordinator

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High school diploma or equivalent
2. Ability to work effectively with staff and students

Terms of Employment:

- Variable times, contractual rate, one hour planning per five hours tutoring

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity, and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Provide supervisor and instruction to English Language Learner students by assisting the classroom teacher in facilitating learning objectives by interacting with individual students.
2. Communicate to the ELL teacher any concerns or special information about an individual student or family.
3. Provide direct instruction to ELL student(s) in academic area(s) of need.
4. Create and maintain an academic atmosphere conducive to learning.
5. Keep current with best practices and requirements as they relate to your job assignment.
6. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The Mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.