

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Tutor

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** At-Will

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#### Qualifications:

1. Valid Illinois Professional Educator License
2. Demonstrated ability to teach and deal professionally and effectively with 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. Plan and organize tutoring activities based on the needs of students in the program.
2. Provide direct instruction to at-risk students in academic area(s) of need.
3. Create and maintain an academic atmosphere conducive to learning.
4. Utilize assessment data in planning instruction and documenting student growth.
5. Keep the classroom teacher and parents informed about the individual student's progress and needs.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. 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.