



Job Description

Tutor

Job Profile

Job Title: Tutor

Department/Program: Education Services

Reports to: Lily Lomeli, Interact/FUSD

Job Details: Non-Exempt, Hourly, PT, Permanent (with scheduled seasonal hours)

Scheduled Hours: less than 30 hours weekly during contracted dates with FUSD

Benefits Eligibility: N/A

Compensation Range: \$19 an hour

EEO-1 Component 1 Job Category: Professionals

Job Title/Description of Standard Occupational

Classification (SOC): Tutors

Six-Level SOC Job Code: 25-3041

FourDigit Census Code: 2350

Position Summary:

The tutor position supports ELF's partnership with FUSD to work alongside students needing additional support in ESL, STEM, mentoring, or other areas. Under the oversight of FUSD staff, they assist students with coursework, learning goals, hands-on projects, etc.

Job Duties & Responsibilities include:

Works together as a team with the teacher to facilitate lesson plans and hands-on activities.

- Assists in direct student supervision during class time and reinforces classroom management.
- Helps maintain a healthy & safe environment for students.
- Communicates with educational staff and offers support as needed.
- Serves as a role model for program students.
- Collects and records student pre- and post-evaluation data.
- Completes and submits program reports, surveys, assignments, etc.
- Performs other duties assigned by the supervisor.

Ongoing Employment Eligibility:

- Complete an initial background clearance and maintain eligibility through FUSD's background clearance requirements.
- Complete an initial tuberculosis (TB) test and/or participate in additional testing if needed to determine employment eligibility.
- Mandated Report Training & Sexual Harassment Prevention Training
- Attend trainings as assigned by supervisor.

Knowledge, Skills, and Experience:

- Bilingual and biliterate in English and Spanish preferred
- Ability to communicate effectively, verbally and in writing, with personnel, students, and supervisors courteously and professionally.
- Ability to work independently and efficiently, exercising sound judgment in a fast-paced multitasking environment with minimal supervision.
- Strong interpersonal skills.

Work Environment and Physical Requirements:

- Standing for extended periods, kneeling, bending, pushing and pulling, sitting, and the ability to lift 30 pounds.
- Ability to hear and understand speech at normal room levels.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of the duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Acknowledgment: I have received a copy of my job description, and I have read and understand the job requirements, responsibilities, and expectations outlined in this job description. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Name (Print):

Signature:

Date: