

Position Description
Supplemental Educational Services Tutor
Non Exempt Part Time Position
Grant Funded

ROLE:

Reports to the Fresno CORAL Program Manager and Assistant Program Manager to: (1) provide tutorial services on the school campus or in the home to students; (2) ensure that all student records are complete, accurate, current, and confidential; (3) ensure that the Fresno CORAL attendance system is implemented effectively; and (4) communicate and coordinate with parents and educators.

RESPONSIBILITIES:

- Provide in home tutoring for students.
- Work with students individually or in small groups.
- Provide ongoing opportunities for children to experience success.
- Ensure that positive academic and social outcomes are achieved for students.
- Actively participate in any training and staff support activities and workshops required by Fresno CORAL.
- Maintain records of students tutored as required under department guidelines.
- Maintain confidentiality of student records.
- Keep parents and school staff informed about student participation and progress.
- Maintain accurate student participation and attendance records.
- Other duties as assigned.
- Able to lift 25 lbs.

REQUIRED QUALIFICATIONS:

- AA Degree or 48 semester units from an accredited college or be NCLB compliant by passing the California State Paraprofessional Exam.
- Knowledge of basic concepts of child development; understanding of student needs; student support systems; and the importance of establishing and maintaining good relationships.
- Paid teaching or volunteer experience with students in an educational setting.
- Content knowledge in math, science and language arts.
- Experience in a tutorial or related role.
- Ability to assess student progress formally and informally.
- Ability to establish and maintain an open and positive communication channel with parents and educators.

- Ability to establish and maintain cooperative and effective working relationships with parents and educators.
- Good English writing and speaking skills.
- Ability to document student progress and maintain student records.
- Ability to work cooperatively with others using tact, patience and courtesy.
- Ability to work independently with little direction.
- Willingness to work evenings and/or weekends to support operational schedule.
- Possess a valid California driver's license and verifiable insurance.
- Fingerprinting, background check, and TB clearance required.

DESIRED QUALIFICATIONS:

- BA degree in education, child development or related field.
- Knowledge of basic concepts of child development and/or tutoring.
- Knowledge of and/or experience in working with diverse populations.
- Bilingual writing and speaking in various languages.
- Oral and written translation skills.
- First Aid and CPR certifications.