



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: College Student Tutor

Pay Grade: As Assigned

Reports To: Campus Principal or Designee

Terms of Employment: Part-Time

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to provide tutoring support to students at a campus.

Qualifications:

Education/Certification:

- Must have a high school diploma
- Must have a current term 2.75 GPA from an accredited college or university
- Must be currently enrolled in at least 6 hours at an accredited college or university each fall and spring semester
- Students must maintain a 2.75 GPA each semester and they must provide the supervisor with a class schedule and report card to continue employment.

Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district employees, parents, and students

Experience:

- Experience working with students and parents.

Major Responsibilities and Duties:

1. Works with individual students or small groups of students to reinforce learning of material on skills initially introduced by the teacher.
2. Assists the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, paper and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Alerts the appropriate personnel to any problem or special information about an individual student.
9. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher.
10. Upholds and adheres to safety rules and policies of the SISD safety program.

ADOPTED: 12-08-11

AMENDED: 1-11-13, 4-1-14, 10-5-16, 10-23-17, 6-13-18, 8-7-18, 9-12-18, 1-22-19, 9-30-2020
3-17-2021, 8-26-2022

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- 11. Supports the goals and objectives of the school district and follows all district policies.
- 12. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- 13. Performs any other duties as assigned by the appropriate supervisor.
- 14. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal); maintain emotional control under stress

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (Please Print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.