

**HYDE COUNTY SCHOOLS**  
**ELEMENTARY READING TUTOR**

(Grant Funded: Temporary Year to Year Pending Available Revenue)

**NATURE OF WORK**

Under general supervision, the Elementary Reading Tutor will assist school-aged children with improving their reading skills through systematic reading/tutoring sessions conducted at Mattamuskeet Elementary School.

**DUTIES AND RESPONSIBILITIES**

- Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
- Interacts in a professional manner with students and parents.
- Maintains and respects confidentiality of student and school personnel information.
- Complies with Hyde County School Board of Education policies.
- Conducts assigned tutorial duties at the times scheduled
- Ensures the adequate supervision to assure health, welfare, and safety of all students.
- Confer with lead teacher on student progress.
- Screen students to establish appropriate reading level placements and assist teachers in selecting students requiring special reading assistance
- Implement reading instruction programs to meet each student's individual requirements
- Provide individual and small group instruction for students identified with reading problems or limitations
- Administer reading tests according to the rules of the school procedures
- Implement core reading programs for students and ensure that they are conducted following standard procedures
- Implement assessment methodologies to determine each student's progress and evaluate their interest and limitations

**MINIMUM TRAINING AND EXPERIENCE**

- High School Diploma required.
- Previous experience tutoring students in the area of reading preferred.
- Must be 21 years of age.

**ESSENTIAL JOB FUNCTIONS**

- Must be able to follow a scripted, direct instructional intervention of reading precisely without variation, in a timely manner.
- Requires the ability to multitask in the presentation of material, and the recording of results.
- Requires the ability to prepare progress reports based on student data in compliance with the reading program

**KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent reading skills and willingness to share your love of reading
- Excellent people skills, enthusiasm for helping children, respectful attitude
- Ability to work with a small group of children utilizing a scripted reading intervention program
- Enthusiastic in presentation and ability to keep students on task and focused.
- Attention to detail regarding paperwork
- Ability to manage instructional time.
- Ability to manage student behavior.
- Ability to follow oral and written directions.
- Ability to maintain effective classroom management strategies.

**REPORTS TO:** Site Administrator, NC SIP Coordinator

**FLSA STATUS:** Non-Exempt

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee to this job.