

## **Academic Support Tutor**

### **DEFINITION:**

Under direction of the Director of Social Emotional Learning and Equity, Academic Support Tutors will provide academic tutoring and assist with academic success strategies for FCUSD foster and homeless students. The primary responsibility of a tutor is to support students in experiencing academic success and reach their academic goals. Tutors will provide individual or group tutoring, based upon student/family availability either in-person or virtually. Academic Support Tutors will collaborate with teachers of record to clarify and review concepts taught in class in order to explain processes and help students solve specific problems. Tutoring supports classroom-centered activities, and as such, the emphasis and content of the tutoring sessions is determined by the student's needs. Tutors work with colleagues and the Director of SEL & Equity to support their own professional development.

### **QUALIFICATIONS:**

- Experience: Working with diverse student populations including student with disabilities.
- Education: Possess a bachelor's degree and a valid California teaching credential.
- Other: Spanish speaking preferred but not required.

### **DISTINGUISHING CHARACTERISTICS:**

- Perform essential job functions and job task requirements.
- Work hours vary depending on needs of student and family.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Director of Social Emotional Learning and Equity:

- Provide subject-specific content to help students become more confident and experience more academic success.
- Recognize different learning styles and student preferences.
- Create a welcoming environment by modeling respect for students' diverse cultures, language skills, and experiences.
- Use active listening strategies to allow student to determine content and pace of tutoring.
- Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress.
- Utilize feedback and reflection to improve practice.
- Contributes to student learning, growth, and advancement.
- Maintains a growth mindset toward student learning and teaching practice.
- Serves as a role-model for students.
- Recognizes the relationship between social-emotional learning and academic performance and shows an ability to teach the "whole child."

### **KNOWLEDGE:**

- California Education Code.
- Trauma Informed Practices.

### **ABILITIES AND SKILLS:**

- Written and verbal communication skills.
- Effective staff and public relations skills.
- Perform essential job function and task requirements.
- Data collection and analysis.

**Academic Support Tutor****PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.