

## **CERTIFIED MATH AND READING TUTOR**

**TITLE:** Certified Math/Reading Tutor

**LOCATION:** Schools

**SUPERVISOR:** Director of Teaching and Learning  
Building Principal

**SUPERVISES:** N/A

### **JOB SUMMARY:**

Under general supervision of the Principal, assists classroom teachers in providing reading and math interventions to at-risk students.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provide Tier II and Tier III reading and math support under the guidance of the Principal.
- Assist classroom teachers and Reading Specialists with district progress monitoring and report the results appropriately.
- Work with small groups of students or individual students on identified reading and math skills needs as assigned by the Principal.
- Keep a daily log of students served, interventions provided, and reading/math activities.
- Participate in reading/math trainings, meetings, and professional development.
- Use intervention materials as assigned by the Principal.
- Construct a final, verified Accounts Payable Bill List for inclusion in monthly Board packet.
- Other duties as assigned by the Principal and/or Superintendent.

**ADDITIONAL RESPONSIBILITIES:** None

**PHYSICAL ACTIVITY:** Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

**WORK ENVIRONMENT:** Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

**QUALIFICATIONS:**

EDUCATION

Bachelors' Degree or higher.

EXPERIENCE

Experience in working with elementary children in the area of Reading/Math.

Training or course work in accounting, bookkeeping or business office management.

**OTHER SKILLS AND ABILITIES:**

- Excellent organizational, human relations and decision-making skills.
- Reliability, patience and willingness to learn effective Reading/Math strategies.
- Commitment to the philosophy that all children can succeed.

**LICENSES/CREDENTIAL:** Illinois State approved Teaching License

**TERMS OF EMPLOYMENT:** Salary is paid at the Long Term Substitute rate of pay. Based on the teacher work year. This is an at-will position.

**EVALUATION:** Performance of this job will be evaluated on an ongoing basis throughout the year.