



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

TUTOR

DEFINITION:

Under direction and general supervision of an Administrator or Supervisor, assists the Career Technical Education teachers and/or Career Center Technician in providing instruction and comprehensive student supports for CTE students with particular attention to technical knowledge and skills necessary for industry certification and work-based learn in success.

ESSENTIAL DUTIES:

- Conduct tutorial sessions that underscore the principle of collaborative learning and the practice of students teaching other students through discussion and collaboration.
- Determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- Allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- Assist students in any subject area, by being familiar with students' textbooks and materials and CTE classroom resources.
- Evaluate student binders, including calendars, class and textbook notes, Career Technical Student Organizations (CTSO) and learning logs.
- Assist in teaching study skills and other aspects of college and career preparation.
- Assist the CTE teachers as requested, such as reviewing assignment schedules with student(s), helping with field trips, resource inventory, contacting parents, etc.
- Assist in developing a resource file of enrichment materials for use in tutorial sessions.
- Communicate regularly with the CTE teacher regarding student progress and areas of concern.

KNOWLEDGE AND ABILITIES:

ABILITY TO:

- Must possess the ability to read at 12th grade level.
- Ability to comprehend and follow oral and written directions.
- Must be able to communicate in English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

None.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Applicants must be at least 18 years of age.

WORKING CONDITIONS:

ENVIRONMENT:

CTE classrooms, High School Career Centers, library, and field trips to various locations.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- Will frequently exert up to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will stand, walk, and sit most of the time, but may walk or stand for brief periods of time will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.
- Will occasionally be required to work in an environment near moving mechanical parts and where the noise level is moderate.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Communicable diseases; possible contact with blood and/or other body fluids

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