

Educational Service Center of Medina County

Job Description

Title: Certified Tutor

Reports To: Principal or Designee

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a Bachelor of Arts degree from an accredited institution.
- Possesses a teaching certificate/license.
- Acquires alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

Provide tutorial services for all students in grades 11 and 12 at the Medina County Career Center.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.

12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Essential Functions:

1. Tutors in subject areas.
2. Effectively manages individual student behavior to maintain a good learning environment.
3. Maintains accurate, complete, and correct records as required.
4. Collaborates with colleagues.
5. Maintains and improves professional competence.
6. Tutors students in the locations and at the times designated.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Acts as teacher/tutor and information source in subject area specialty.
9. Maintains respect at all times for confidential information.
10. Interacts in a positive manner with staff and students.
11. Promotes good public relations by personal appearance, attitude, and conversation.
12. Attends meetings and in-services as required by Administration.
13. Assists Vocational Special Education Coordinators by supporting/monitoring at-risk students in areas of academic concern.
14. Administers standardized testing, OGT specific certification tests, college entrance tests, and subject matter assessments.
15. Exhibits a basic knowledge of and ability to operate a variety of office machinery.
16. Exhibits willingness to learn and operate digital equipment and software.
17. Provides accommodations for students with IEP's in the tutoring and testing area (TAC).
18. Assists Vocational Special Education Coordinators (VOSE) with individual student issues in the regular classroom or in the TAC.
19. Assists regular classroom teachers to create and implement modifications and/or accommodations for students with disabilities as needed.
20. Directly assists students with disabilities with curriculum demands in the regular class as needed.

Other Duties and Responsibilities:

Performs other duties as assigned by the Administration.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue
2. Occasional operation of a vehicle under inclement weather/driving conditions
3. Potential interaction among unruly children
4. Repetitive hand motion, e.g., computer keyboard typing, calculator, writing

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018