

JOB DESCRIPTION: TUTOR

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

JOB TITLE: TUTOR

Other job titles that a Tutor may be known by include (but are not limited to): Private Tutor, Private Teacher, Instructor, Private Instructor and (Subject) Coach.

QUALIFICATIONS:

1. Meets education qualifications.
2. Contributes to the student’s learning, growth and advancement.
3. Is punctual and maintains professional conduct at all times.
4. Demonstrates academic competence in subject area(s) and the ability to effectively demonstrate and communicate needed academic skills during tutoring session that comply with established curriculum.
5. Ability to read, write and communicate in the English language fluently and effectively.
6. Has effective organizational and communication skills.
7. Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District, Kelly Education staff, and students.
8. Manifests a positive role in school and community relations.
9. Ability to collaborate effectively with the school, and/or Kelly Education staff, to increase student performance.
10. Maintains patient, flexible, positive, consistent, dependable and cooperative attitude.
11. Maintains student, school and Kelly Education personnel confidentiality.
12. Complies with all Kelly Education and school district policies.
13. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community.
14. Dresses in a safe and appropriate manner as described in the Kelly Education Standards of Professional Conduct.
15. Must inform Kelly of any new leads (tuition or education services work) resulting from a contract related directly or indirectly to Kelly. Any education services must be arranged via Kelly.
16. If virtual, Tutor must:
 - a. Agree to Kelly’s Remote Work Acknowledgment;
 - b. Meet technical requirements for virtual instruction, including appropriate Tutor-supplied computer equipment and internet functionality; and
 - c. Works in a quiet, professional, uninterrupted environment.

JOB GOAL:

To assist, support, and contribute to student learning and advancement by working with students to help them understand key concepts learned in the classroom, assisting with homework, projects, test preparation, papers, research, and other academic tasks.

This role will require working one-on-one with a student or in a small group of students, either in-person or virtually. Dependent upon assignment, but always under direct supervision of either designated school personnel, Kelly Education employees, or monitored in a virtual environment by a students’ parent or adult representative.

REPORTS TO AND SUPERVISED BY:

Tutor is supervised by the school principal, school tutoring program manager, school teacher, another District/School designee/liason, or Kelly Education employees. Tutor will receive day-to-day instruction, supervision, training, and teaching curriculum from the District/School or Kelly Education employees.

SCOPE OF RESPONSIBILITY:

The District/School or Kelly Education prepares the Tutoring lessons, plans the instructional support activities the Tutor carries out, and evaluates the achievement of the students with whom the Tutor is working. Under the guidance of the school staff or Kelly Education employees, the Tutor must:

- a) If in person at a school, allow all students to see the on-site nurse or visit the school clinic if and when they request to do so. The Tutor should never make judgment calls as to the authenticity of a student’s request in this regard;
- b) Allow all students to use the restroom if and when they request to do so. The Tutor should never make judgment calls as to the authenticity of a student’s request in this regard.
- c) Understands and follows applicable student privacy laws.
- d) Immediately notifies my Kelly Education representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- e) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a ‘S.A.F.E. Touch’ policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION ‘S.A.F.E TOUCH’ POLICY.

Tutors work at all times in close and frequent proximity and under direction and supervision of District/School professional employees or Kelly Education employees, or, if virtual, will be monitored virtually by a student’s parents or adult representative.

UNACCEPTABLE DUTIES/RESPONSIBILITIES:

As a support role, Tutors should not:

- Use corporal punishment.
- Lift more than 25 pounds.
- Have sole supervisory responsibility of a student.

For the physical safety of the students and/or the Tutor, the following duties shall not be performed:

- Administer medication.
- Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
- Physically move or touch a student.
- Have sole supervision of a playground.
- Have sole supervision for releasing a student(s) onto a school bus, to a parent or student representative, or other vehicle.
- Transport students in a motor vehicle.
- Be alone with a student in a private setting (this includes In-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students, and/or assignments without on-site supervision from either district/school personnel or Kelly Education, as described herein).

Tutors should not be placed on special education/needs assignments that require a Tutor to perform the following duties:

- Participate or monitor activities involving feeding or breathing tubes.
- Participate or monitor activities involving diapering, toileting and/or dressing involving personnel undergarments.
- Lead, direct or have sole supervision of students for bathroom support/assistance.
- Have physical contact with students.
- Have one-on-one contact with special needs students including physical restraint.
- Anything else related to a serious medical impairment.

In addition, Tutors should not:

- Discuss fees with any student, parent, or student representative.
- Arrange for or discuss tutoring or educational opportunities without the involvement of Kelly Education.
- Accept payment directly from the student, the student's parent or student representative.
- Intentionally attempt to contact, contact, or be contacted by a student outside of the assignment. This includes, but is not limited to, face-to-face, texting, phone calls, or social media activity via mobile or electronic devices.