



Job Description

Job Title: Tutor
Department: Education Services
Supervisor: Education Services Manager

Revision Date: June 2022
Status: Volunteer
Starting rate: N/A

Job Summary: Delivers, maintains and implements programs and policies which support the delivery of specialized tutoring. Tutors work with the Education Services and Curriculum and Instruction Departments to ensure that the delivery of all tutoring and education services are in compliance with established policies and procedures.

Essential Functions & Duties:

- Drives SLD Read forward to achieve its mission of increasing literacy skills for people with dyslexia and other learning disabilities
- Provides one-to-one specialized tutoring based on SLD Read curriculum
- Evaluates student progress on a monthly basis
- Actively builds strong and lasting relationships with clients, students, staff and community members
- Responsible for timely communication of all client updates and hours
- Manages personal availability, student notebook, lesson plans, progress reports, student hours and mileage effectively
- Ensures all manuals, books, curriculum materials and Toolbox of Success are maintained in good condition
- Works with SLD Read staff and community volunteers to enhance and expand SLD Read's overall outreach
- Adheres to SLD Read policies and procedures
- Adheres to school policies and standards if placed within a specific district and/or building
- Adheres to all local, state and federal laws

Qualifications:

- High School diploma. Associate or Bachelor's Degree preferred
- Experience working with children
- Excellent communication and organizational skills
- Experience with computer programs and database software applications preferred
- Strong interpersonal skills, including an ability and desire to work and interact with people from diverse backgrounds
- Complete paid Orton-Gillingham training program and participate in ongoing in-services and training courses
- Commit to 10—12 months of consecutive tutoring, dependent upon placement