

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

ACADEMY TUTOR

DEFINITION

To assist in creating, organizing and directing an after school program and environment favorable to learning and personal growth.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from high level supervisory staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Maintain appropriate learning environment. Maintain a healthy and motivating physical environment to stimulate learning experiences. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical, and emotional maturities. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills. Establishes and maintains standards of pupil behavior needed to achieve effective participation in all activities. Evaluates social and academic growth of children, and keeps appropriate records. Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the center's role in the individual pupil's life. Plans and coordinates the work of assistants and volunteers in the classroom in order to obtain the maximum benefit from their efforts. Creates an effective environment for learning. Maintains professional competence through professional growth activities. Selects and requisitions necessary materials, supplies, food and equipment. Participates in curriculum and other development programs as required. Supervises pupils in out-of-classroom activities during the assigned working day. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities

Knowledge of the general needs and behavior of children. Knowledge of interpersonal/group dynamics. Knowledge of basic human development principles. Knowledge of the subject matter to be taught. Ability to provide health, safety and psychological needs of children. Ability to provide guidance for children's routine activities. Ability to organize, supervise and instruct students in a variety of activities. Ability to analyze situations accurately and adopt an effective course of action. Ability to operate AV equipment. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

CLASSIFIED JOB DESCRIPTION
Academy Tutor (Cont'd)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training

Completion of High School Education

The Academy Tutor falls under the same guidelines as an instructional aide and must have a minimum of 48 units of higher education or take and pass the District's Proficiency Test.

At least 18 years of age.

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

In accordance with the California Department of Education, successful candidates must also meet the requirements for Instructional Aide as determined by Placentia-Yorba Linda USD.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____