

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

LEAD ACADEMY TUTOR

DEFINITION

To create, organize, and learn an after school program in an environment favorable to learning and personal growth; and to perform clerical and administrative duties.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this class can be distinguished from lower level classes by responsibility for the planning and operation of an after school program. Incumbents assigned to this class are expected to provide lead supervision to other assigned staff and to act with great degree of independence in the planning and leading of activities and staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from CASA Project Director and Site Principal

Exercises technical and functional supervision over designated staff

EXAMPLES OF DUTIES

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

Directs, plans, organizes, and supervises the activities and work of assigned staff. Maintains children's records and confidential files. Confers with parents when necessary. Maintains appropriate learning environment. Maintains 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. Communicates regularly with parents by means of parent meetings and individual parent conferences. Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs. Plans and coordinates the work of staff and volunteers in the classroom in order to obtain the maximum benefit from their efforts. Creates an effective environment for learning through functional and attractive displays, exhibits of pupils work, and interests centers. Maintains professional competence through professional growth activities. Selects and requisitions necessary materials, supplies, food, and equipment. Participates in curriculum and other development programs as

CLASSIFIED JOB DESCRIPTION
Lead Academy Tutor (Cont'd)

required. Supervises pupils in out of classroom activities during the assigned working day. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of general needs and behavior of children. Knowledge of interpersonal/group dynamics. Knowledge of budgeting practices and techniques. Knowledge of lead supervision principles. Knowledge of basic human development principles. Ability to provide for the health, safety, and psychological needs of children. Ability to supervise learning activities. Ability to provide guidance for children's routine activities. Ability to maintain records, equipment, and facilities in an effective and efficient manner. Ability to operate AV equipment. Ability to budget time, money, and supplies in a effective manner. 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.

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:

Experience

Three years of experience in providing services to young children

Training

Completion of High School education

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

At least 18 year of age

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

Reviewed and Agreed to by:

Incumbent: _____ Date: _____