



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 1105014 (Non Bilingual)
1105015 (Bilingual)

GENERAL EMPLOYMENT NOTICE

CAMPUS TUTOR

Elementary and Secondary Campuses
(Potential Openings)

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

JOB HIGHLIGHTS

The Campus Tutor will provide tutoring for assigned individuals or small groups on a regular basis (4 or 5 days per week) in sessions of 8-10 week durations with possible longer duration. Students will be assigned to the tutor by the campus principal or intervention coordinator. The tutor may work with individuals or small groups.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED)
- Minimum of 2 years teaching, instructing, or tutoring experience working with youth in public schools, church related schools, day camps, youth groups, private schools, licensed day care centers or other approved settings preferred
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Demonstrate competence to the interviewer of skill in the content area with one of the following:
 - Fluent reading, letter-sound relationships, comprehension;
 - Understanding of math concepts, computation and problem solving for the selected grade level; or
 - Proficiency in writing on a writing sample to include: organization of ideas; spelling, sentence construction, capitalization and punctuation.
- Possess excellent communication and computer literacy skills.
- Ability to be prompt and have reliable attendance on scheduled days.

ESSENTIAL FUNCTIONS

1. Attend training in the specific NISD or campus tutoring program to be provided.
2. Manage learning materials and create student materials for specific lessons.
3. Provide instruction in math, reading, or writing.
4. Relate positively to children and develop respectful relationships.
5. Keep information about children and achievement confidential.
6. Prepare lessons and reflect accommodations for differences in student learning styles.
7. Use technology to strengthen the teaching/learning process where available.
8. Assess student progress and report to classroom teacher.
9. Compile, maintain, and file all reports, records and other documents required.
10. Perform other duties as assigned.

REPORTS TO: Principal and Intervention Coordinator

TYPE OF ASSIGNMENT: Part-Time, Non-Exempt

MINIMUM HOURLY RATE: \$10.00 - \$25.00 *

WORK DAYS: During and/or after-school hours

* Depending on certifications and funding

Internal Applicants – Submit a Job Match Profile form (available in Human Resources or at www.nisd.net).

External Applicants – Submit a completed Application for Auxiliary and Classified Employment, a Job Match Profile form (available in Human Resources www.nisd.net), and copies of required credentials to support the qualifications as posted in the job announcement.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

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