

**BERRYESSA UNION SCHOOL DISTRICT**  
**Position Description**

**JOB TITLE: Program Reading Tutor**

Job Purpose Statement: The job of "Program Reading Tutor" is done for the purpose/s of tutoring students individually in the area of reading.

**Essential Job Functions:**

- ∃ **Tutors** students individually in reading development (e.g., model reading, comprehension, word analysis, sight reading, phonetic analysis, etc) for the purpose of improving student literacy.
- ∃ **Monitors** and assists individual students during classroom and/or playground for the purpose of providing a safe and positive learning environment.
- ∃ **Maintains** records of individual students' reading skill acquisition for the purpose of tracking students reading improvement.

**Other Job Functions:**

- ∃ **Administers**/proctors tests and corrects papers for the purpose of assisting teachers in evaluating students progress.
- ∃ **Assists** other personnel for the purpose of supporting them in the completion of their work related activities.
- ∃ **Confers** with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementation of students' objectives.

**Job Requirements - Qualifications:**

- ∃ **Experience Required:** Prior job related experience with school age children.
- ∃ **Skills, Knowledge and/or Abilities Required:**  
*Skills* to communicate clearly and effectively, perform basic clerical functions and arithmetic calculations; operate computers and standard office equipment to enhance essential job functions; use correct grammar, punctuation and spelling.
- ∃ **Knowledge** of principals of child development and safe practices for indoor and outdoor

activities.

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- ∃ **Skills, Knowledge and/or Abilities Required:** (continued)
- ∃ **Abilities** to sit for prolonged periods; understand and carry out oral and written instructions; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/ apply rules, regulations, policies; learn about method and materials used in a variety of instructional situations; interact positively with persons of different age groups and cultural backgrounds. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.
- ∃ **Education Required:** High School diploma or equivalent
- ∃ **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance. Valid California Drivers License. Must be able to complete PRT training.

**Reports to:** Principal

**Terms of Employment:** 181 days

**Salary Placement:** Range 5.5

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the classified Personnel and the CSEA Contract.

Board Approved: July 21, 1998

