

Wachusett Regional. School District

INSTRUCTIONAL SUPPORT

JOB DESCRIPTION

TITLE:

Specialized Tutor

QUALIFICATIONS:

1. College degree.
2. Prior teaching experience desired.
3. Specialized skills consistent with student needs.

REPORTS TO:

The Building Principal or designee.

SALARY:

Salary commensurate with applicant's experience and function of the position.

PERFORMANCE EVALUATION:

The Tutor shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Specialized Tutor is to assist students who have special and profound needs in their studies so that they may participate fully in the district's educational program. He/she shall be punctual in all assignments, observe all District policies appropriate to this position, and accept the responsibility of assigned tasks.

In carrying out these responsibilities, the Specialized Tutor shall:

1. Provide academic support to students who require support due to special physical disabilities;

2. Check work with the student's teachers to insure continuity of school program;
3. Work closely with the classroom teachers to ensure that classroom modifications and accommodations are provided for the handicapped student;
4. Work with the handicapped student in and outside of class on tests, projects, and assignments;
5. Create and/or provide the student with adaptive materials needed for success;
6. Utilize adaptive technology for the handicapped student;
7. Research appropriate classroom materials and make recommendations to the Curriculum Specialist for use by the student;
8. Maintain contact with parents, teachers, staff, and community professionals involved with the student;
9. Assist with referrals of the student to appropriate social service and community agencies;
10. Attend Team Meetings, write progress reports, and assist in the writing of the IEP for the handicapped student; and
11. Perform other such duties as the Principal or designee may assign.

Updated 01/15/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 01/15/03