

## **Job Description**

### **Bismarck Public Schools**

#### **Adult Learning Center Tutor**

##### **Purpose Statement**

The job of an Adult Learning Center Tutor is the ability to apply knowledge of current research and theory to the instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents.

Students speak different languages and are at different levels; therefore, in a small group setting, the educationalist would need to differentiate instruction, monitor progress and determine when each student is ready to move to a different level.

**This job reports to:** ALC Director and Coordinator

##### **Essential Functions**

- Communicates, collaborates, and cooperates with agencies, colleagues, supervisors, and students.
- Orients students to appropriate programming.
- Prepares Individual Education Plans based on TABE or BEST testing results.
- Provides group and individual instruction.
- Documents and evaluates student progress.
- Maintains appropriate student records, including attendance records.
- Provides or directs all instructional services needed to attain determined educational goals.
- Maintains accurate records to support required LACES data.
- Research and request resources needed for instruction.
- Generates all correspondence needed to assist client in goal attainment.
- Participate in all mandatory training or training appropriate to the position as required by the district.
- Supervises instructional methods, materials, and evaluation.

##### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

##### **Job Requirements: Minimum Qualifications**

###### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to

satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and working in multiple locations (by assignment).

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Experience teaching adults.

**Education:** High school diploma or equivalent; however, Bachelor's degree preferred.

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Non-Exempt

**Salary Grade:** SL on the support staff salary schedule.