



# Oro Grande School District

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## Personnel Department

### Mojave River Academy Schools Tutor

#### General Purpose

Assists the Center Administrator and Teachers in providing instruction to individuals and/or small groups of students in a classroom and/or other learning environment.

#### Key Skills

- ❖ Excellent verbal and written skills.
- ❖ Excellent Interpersonal communication skills.
- ❖ Facilitates learning.
- ❖ Advocate for students.
- ❖ Basic computer skills.

#### Main Job Tasks and Responsibilities

Prepares instructional materials and performs a variety of routine clerical duties as assigned.

Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher, assist students in their understanding and comprehension of reading, writing, language arts, computer operation, science, math and social studies, performing remedial exercises and other basic instruction as required.

Repeat and reinforce instruction, provide individual assistance to students experiencing learning difficulty; explain errors and answer questions, assist students with a variety of instructional games and activities. Work with all students regardless of ability level as needed. Interpersonal skills using tact, patience and courtesy.

Knowledge of basic subjects taught in the District schools, including arithmetic, science, social studies, grammar, spelling, language and reading, child guidance principles and practices, basic instructional techniques. Modern office procedures, methods and computer equipment.

Other duties as assigned.

#### Minimum Qualifications

- Fingerprint clearance within 30 calendar days

Supervisor Approved

- Hold a valid California Driver's License.
- TB Clearance
- Prefer public school educational experience, charter school educational experience or alternative educational school experience.
- Ability to read, write and speak Spanish (preferred but not required).

### **Education and Experience**

- Experience working with youth in an organized setting.
- High School diploma or equivalent test.
- Fingerprint/criminal justice clearance
- Tuberculosis clearance.

### **Working Environment**

The job functions are generally performed indoors requiring the following physical abilities; sitting for extended periods, fine manual dexterity, talking and hearing and understanding speech at reasonable volume, near and far visual acuity/depth perception/color vision/field of vision, ability to lift, carry, push and/or pull up to 100 pounds, reading printed materials and computer screens, ability to communicate so others will be able to clearly understand a normal conversation, bending, twisting, and reaching. Possible independent travel to all Oro Grande School District sites.