



CERTIFIED TUTOR – ACHIEVE

QUALIFICATIONS

A. REQUIRED

- Valid Arizona teaching certificate
- Knowledgeable in the following software programs: Tyler, iVisions, Microsoft Office, and virtual platforms such as Google Classroom and Zoom
- Ability to work remotely at times
- Ability to work before and after school hours to support students

B. DESIRED

- Appropriately certified to teach Literacy and/or Math
- Experience as an online or blended learning teacher
- Demonstrated advanced ability to monitor instruction through the use of technology
- Experience using a Learning Management System (LMS)
- Experience with multimedia programs
- Experience with current emerging social networking tools
- Advanced coursework in online instruction, educational technology or similar field

Reports to: Site Principal and/or Site Program Coordinator

ESSENTIAL FUNCTIONS

- Understands and monitors students' progress toward meeting the Common Core State Standards
- Monitors students' academic progress and communicates with students and parents
- Recruits students to attend instructional sessions as needed based on grades, test scores, and/or home room teacher's recommendations
- Provides additional instruction to identified students
- Utilizes "best practices" for instruction and building social emotional skills
- Utilizes and implements physical classroom management techniques to maintain organization, orderliness, student safety, and a productive learning environment
- Utilizes positive reinforcement to maximize desired behavior and educational outcomes
- Plans instruction to achieve specific objectives based upon student need and established curriculum
- Implements instructional techniques in the physical classroom to encourage and motivate students
- Communicates with Site Program Coordinators on a regular basis (via telephone, computer, and in-person) to develop and update lesson plans
- Works to facilitate effective transitions between ACHIEVE classes
- Support the instructional program with asynchronous web conferencing sessions, as necessary
- Notifies Site Program Coordinator of any special needs of students
- May monitor the activities of an Instructional Aide and/or classroom volunteers



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- Requests classroom supplies and/or instructional materials
- Plans, organizes and displays classroom materials, space and time appropriate to curricular activities
- Displays daily objectives for students
- May need to work remotely at times; and before and/or after school hours to support students
- Exhibits patience, courtesy and tact when dealing with others
- Performs other duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to analyze, interpret and solve problems
- Ability to effectively communicate individually and in group settings; both oral and written
- Ability to prioritize and handle multiple tasks simultaneously
- Ability to establish positive and productive relationships on multiple levels
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to be flexible
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, bend, kneel, lift and carry up to 20 pounds
- Ability to operate digital office equipment