



## **GEAR UP ACADEMIC TUTOR - CERTIFIED**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- Valid Arizona teaching certificate in Mathematics
- Experience with computer hardware and software, audio-visual and other instructional equipment

#### **B. DESIRED**

- Prior tutoring experience
- Spanish proficiency preferred
- Passing grade/score(s) in Algebra I and Geometry (as evidenced by high school and/or college transcripts)
- 3.0 college/university GPA

### **SUMMARY**

Under the supervision of the GEAR UP Coach, and assigned teachers, the GEAR UP Academic Tutor performs instructional related services; works directly with students and carries out assigned functions given by the assigned coach or teacher.

Reports to: School Principal or designee

### **ESSENTIAL FUNCTIONS**

- Provides the support services required in implementing the instructional plan as prescribed by the curriculum teacher or Department Chairperson
- Provides tutorial assistance to individual students or small groups of students as requested by the teacher or Department Chairperson
- Assists with administering and recording test results
- Maintains individual student folders and student records; collect data on student performance
- Assists teacher with room and instructional materials preparation
- Types, copies, and distributes instructional materials as requested by the teacher.
- Ensures proper student usage of computer, audio-visual and other instructional equipment as needed in the program
- Maintains and submits service logs according to instructions
- Serves as a role model, inspiring and motivating students to excel academically and pursue postsecondary education
- Exhibit patience, courtesy and tact when dealing with others
- Promote and support District-wide educational advancement in 21st Century Skills
- Integrate knowledge and skills that are relevant to the 21st Century.
- Perform related duties as assigned



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### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to effectively demonstrate both oral and written communication skills
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop and occasionally carry up to 20 pounds
- Ability to operate digital office and classroom equipment
- Ability to use mature judgment, initiative and creativity
- Ability to work cooperatively with teachers