

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Special Education Tutor

**DEPARTMENT:** Special Services

**REPORTS TO:** Directors of Special Education

**POSITION SUMMARY:** Under the direction of the Directors the Special Education the tutor provides learning opportunities in small group settings to students in grades 6-12.

**ESSENTIAL FUNCTIONS:**

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills with an individual student or small groups of students.
- Assess the needs of student(s) and provide a suitable learning environment to meet their needs.
- Evaluate each pupil’s educational growth and development and make periodic reports to parents or guardians as well as to the Directors.
- With collaboration and support from special education staff, plan, prepare and implement an instructional program, including the preparation of lesson plans as necessary so that the instructional program is uninterrupted in the event of the teacher’s absence.
- Maintain order in the tutoring setting and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on-task time.
- Maintain safe and healthful conditions through the instructional opportunities and report promptly to the Directors any serious accident or illness affecting students in the classroom.
- Follow adopted curricula and/or deliver specially designed instruction developed by a special education teacher.
- Work cooperatively with the student’s building team and District Specialists in planning, supporting, and providing instruction.
- Use technology to provide challenging instruction to students of all learning levels and to maintain appropriate records in line with records retention guidelines.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Bachelor’s degree, Master’s degree, or Doctorate from an accredited university or college.

**EXPERIENCE:** Appropriate academic background and coursework for the position. Successful teaching experience and effective work with middle through high school age students.

**CERTIFICATES AND LICENSES:** Valid Washington State Teaching Certificate with appropriate endorsements. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position and to maintain certification.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Issaquah Education Association (IEA)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date