

Coventry Local Schools

Job Posting



TO: COVENTRY STAFF & OUTSIDE APPLICANTS
FROM: GEORGE FISK, SUPERINTENDENT
DATE: MAY 19, 2023
SUBJECT: OPEN POSITION

The following part-time positions are available for the 2023-24 school year.

Qualified Applicants: If you meet the requirements and are interested in applying for this position, please apply by visiting our district website and apply through Applitrack by Friday, June 2, 2023.

Coventry Elementary School – Academic Skills Tutor (Title I)	
2 Positions Available	
Timeframe:	180 days
Days:	Monday through Friday
Hours:	5 hours per day
Pay:	Based on experience
Job Description:	See Attached
Special Notes:	This position is: <ul style="list-style-type: none">• Reduced in force at the end of the school• Contingent upon grant funding from year to year• Candidates must meet the requirements for Highly Qualified as outlined by the Ohio Department of Education – Office of Federal Programs

**JOB DESCRIPTION
COVENTRY LOCAL SCHOOLS
ACADEMIC SKILLS TUTOR (TITLE I)**

FUNCTION OF JOB

Under the general supervision of the superintendent and the immediate supervision of the building principal and assistant Superintendent

LENGTH OF CONTRACT

180 days; start and end times based on building-level needs/programs

DUTIES

1. Work elementary and adolescent-age students to achieve grade level competency in all areas of reading, writing, mathematics, and achievement testing skills
2. Provide students with the necessary skills to be a life-long learner
3. Ensures that each student within the program, through direct instructional support and guidance, is achieving one year's academic growth on the state assessments
4. Ensures that each student within the program, through direct instructional support and guidance, is achieving reasonable levels of increased ongoing success on local assessments throughout the school year
5. Implement the objectives of a comprehensive intervention program that supports the regular classroom instruction
6. Develop individualized intervention plans, based on the guidance of the classroom teacher, that will meet the needs of the at-risk learners
7. Support the goals and objectives outline in a student's reading improvement and monitoring plan and/or individualized intervention plan as they align to state and local requirements
8. Utilize different assessment techniques and work with teachers to identify students in need of the skills program
9. Utilize current best-practice instructional approaches and resources when working with students
10. Utilize technology as an instructional and assessment tool
11. Design and implement appropriate intervention opportunities that effectively meet the needs of the students
12. Conduct program orientations for students/parents throughout the school year, when needed
13. Communicate with parents, schools and teaching staff on the progress of each student in the program on a routine basis
14. Assist with building-level and district-wide testing and assessment programs by administering, proctoring, scoring, interpreting, and analyzing testing and assessment information
15. Assist with developing and coordinating building-level intervention-based trainings, reflections, Title I parent meetings and special events
16. Analyze assessment data and complete beginning, mid-year and final assessment reports
17. Recommend special assessments for students as needed

18. Develop plans for home support and/or summer learning programs for all students as needed
19. Serve on building level committees and teams (such as, but not limited to RTI teams)
20. Maintain a database that keeps record of the individual students served in the program, their assessment results, the interventions used, the results of those interventions, and the duration of their attendance in the program.
21. Maintain an inventory of the educational learning environment materials, equipment, and resources
22. Attend in-service opportunities as appropriate or directed by administration and/or supervisor
23. Perform other duties that are assigned by the administration after the adoption of this job description.

QUALIFICATIONS

1. Must hold a valid and appropriate teaching license for content area and/or the age-range of students the tutor will be working with, as outline on the job posting.
2. Must have the credentials aligned with the requirements of highly qualified teacher in regards to the third grade reading guarantee (e.g. Masters in Reading, Reading Endorsement, etc.)
3. Must relate and work with children and adults in a positive manner.
4. Must have an in-depth understanding of current educational practices and strategies for working with at-risk learners.