

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Instructional Tutor  
**Prepared Date:** 08/16/2017  
**Revised Date:** 9/1/2021  
**Work Year:** 158 days  
**Department:** Learning Services  
**Reports To:** School Principal  
**Salary Range:** Instructional Tutor Salary Schedule  
**Benefits:** Fringe benefits based on Schedule B Benefits  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Instructional Tutor is to enhance student achievement, health, and program needs.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Associates Degree, 48 semester hours of college level courses, or complete work keys or praxis test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources

- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience working with Elementary Age Students in diverse populations
- Experience working with large and small groups of students
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain a professional/effective working relationship with building staff, administrators, parents, students, city/county officials, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with moderate supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm under trying circumstances
- Ability to work with frequent interruptions

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Implement lessons to meet student's instructional objectives under the direction of a classroom teacher
- Collaborate directly with coordinators, interventionists, classroom teachers, and all stakeholders involved in developing student lessons
- Assist small group(s) and individuals with lessons, practice exercises, and monitor seat work for understanding
- Record student progress for the purpose of reporting to all stakeholders
- Maintain positive communication among students, parents, and school staff
- Monitor student progress in educational programs, and relate findings to supervising teachers

- Adapt, modify, and/or acquire instructional materials from the supervising teacher(s)
- Discipline students following district and/or individualized plans communicated by the supervising teacher
- Participate in staff development activities
- Work a flexible schedule, as assigned
- Maintain the confidentiality of student records and information
- Maintain an appropriate professional appearance

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the School Administration

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 8.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)                      O – Occasionally (.5 – 2.5 hrs per day)  
 F – Frequently (2.5 – 5.5 hrs per day)                      C – Continually (5.5 – 8.5 hrs per day)  
 NA – Not Applicable

| <b>Physical Requirements</b>   | <b>NA</b> | <b>R</b> | <b>O</b> | <b>F</b> | <b>C</b> |
|--------------------------------|-----------|----------|----------|----------|----------|
| Sitting                        |           |          |          | X        |          |
| Stationary Standing            |           |          |          | X        |          |
| Walking (level surface)        |           |          |          | X        |          |
| Walking (uneven surface)       |           |          | X        |          |          |
| Crawling                       | X         |          |          |          |          |
| Crouching (bend at knees)      |           |          |          | X        |          |
| Stooping (bend at waist)       |           |          |          | X        |          |
| Twisting (knees/waist/neck)    |           |          |          | X        |          |
| Turn/Pivot                     |           |          |          | X        |          |
| Climbing (stairs)              |           | X        |          |          |          |
| Climbing (ladder)              |           | X        |          |          |          |
| Reaching overhead              |           |          |          | X        |          |
| Reaching extension             |           |          |          | X        |          |
| Repetitive use arms            |           |          |          | X        |          |
| Repetitive use wrists          |           |          |          | X        |          |
| Repetitive use hands grasping  |           |          |          | X        |          |
| Repetitive use hands squeezing |           |          | X        |          |          |
| Fine manipulation              |           |          |          | X        |          |
| Using foot control             | X         |          |          |          |          |
| *Pushing/Pulling               |           |          | X        |          |          |

|  |  |  |          |  |  |
|--|--|--|----------|--|--|
| Maximum weight: <b>40</b> lbs.             |  |  |          |  |  |
| Lifting<br>Maximum weight: <b>40</b> lbs.  |  |  | <b>X</b> |  |  |
| Carrying<br>Maximum weight: <b>40</b> lbs. |  |  | <b>X</b> |  |  |

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; at times works in classrooms and hallways surrounded by students and staff of various ages and abilities; Daily work schedules will vary depending on student and school needs.