

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Tutor for BEST Homeschool	
<i>Supervisor:</i> Director of Alternative Instruction	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 6

Job Summary

Responsible for individual and group tutoring of BEST (Building Educational Success Together) Homeschool students in skills such as math, science, social studies, reading comprehension, and writing. Assists in student behavior management and parent communication.

Essential Job Functions

Implements skill-focused independent learning activities to support the certificated teacher's instructional plans.

Provides tutorial assistance as requested by the certificated staff, parents, or students.

Assists in planning and developing schedules for tutoring activities, field trips, community service projects, special instructional opportunities, parent training, workshops, maker space activities, and other activities offered at BEST.

Collaborates with all BEST staff in communicating with parents, aligning tutoring activities with district core curriculum guides, and integrating technology into activities.

Supervises student use of BEST computer lab, laptops, iPads, and other equipment.

Assists in developing workshops for students, parents, and public presentations.

Monitors and updates social media regarding BEST activities and announcements.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Mac and PC computers, copy machine, fax machine, Smartboard, LCD projector, and other education-related equipment.

Independent Decisions

Makes decisions of a routine, job-related nature.

Primary Working Contacts

Library Media Services, Teaching and Learning, Information Systems, certificated and classified staff, BEST students and parents, and community businesses and partners.

Responsibility for Cash, Equipment, Safety

Safety of students under employee's supervision.

Supervision Received and Exercised

None given; regular assignments and observation from certificated staff and director.

Unusual Working Conditions

Flexible schedule may be required.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent and at least two (2) years of post-secondary education or instruction/research-related vocational training.
2. Work experience using computers and word processing software.
3. Experience tutoring high school students, specifically in math and science.
4. Experience with STEM (Science, Technology, Engineering, and Math), coding, and science activities.
5. Strong writing and verbal communication skills in English.
6. Ability to work with students, parents, supervisors, and other support staff.
7. Demonstrated ability to adapt and/or create instructional support materials and activities; and willingness to think critically, follow directions, and participate in the school collegially.
8. Ability to facilitate a calm, supportive environment and work cooperatively with existing staff.

The following are preferred:

1. Experience troubleshooting technology equipment.
2. Tutoring students in online courses.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.