



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Student Support Services Tutor

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Bachelors Degree in an education or related field
2. Ability to communicate study and behavior strategies to ensure academic success
3. Ability to recognize and understand variations in student backgrounds, abilities, and learning styles
4. Ability to maintain a good relationship with all school personnel, students, and parents
5. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Students as assigned and directed by the principal

REPORTS TO

Building Level Principal and Director of Curriculum, Professional Development and Federal Programs

JOB GOAL

To assist at-risk students achieve academic success

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Provide individual and large/small group student support services based on the assessed needs of students; guidance and counseling services may include: peer pressure, drug education, bullying, sexual harassment, study skills, and stress management
2. Assist with providing crisis intervention and preventive student support
3. Assist with providing educational consultation and collaboration with teachers, administrators, and parents
4. Provide follow-up student support services
5. Assist with parent-conferences, grade level meeting, screening team meeting, and other improvement initiatives as directed by the principal
6. Organize his/her office for effective use and for easy access to students to include the following:
 - a. Maintain a calendar of events
 - b. Maintain a schedule of appointments
 - c. Submit reports to the appropriate supervisory personnel upon request/schedule
7. Perform other duties as assigned

TERMS OF EMPLOYMENT

Employment is based upon identified need; may be up to 180 days annually, with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.