



Bluffview Montessori

Adopted: DRAFT

Position

Learning Recovery Plan Tutor

Fair Labor Standards Act Status

Non-Exempt

Position Overview

A tutor for the learning recovery plan is tied to ARP/ESSER money. This position will work on skills in math, reading, or other learning areas of need based on their skill sets. Tutors will work with students identified who have an increased academic, socio-emotional, or behavioral need as determined by the learning/MTSS teams.

Licensure and Certification Requirements

- Demonstrated experience working with children/students

Education and Experience Preferences

- Prior successful experience working with students in a professional/work/service setting
- Enrolled in a university-level teacher education program preferred
- Teaching experience/license preferred but not required

Essential Functions

- Maintain a working knowledge of, and ability to implement, Minnesota State Standards, Montessori philosophy and pedagogy, classroom management techniques, current researched best practices and strategies
- Demonstrate an awareness of, and an ability to meet, students' learning styles and needs, both academic and affective
- Teach students the required curricula using strategies that foster concentration and independence
- Collaborate with supervisors to develop, plan and implement best practices based on the needs/abilities of the students
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Assess students' developmental, cognitive and social needs and provide developmentally appropriate instruction to meet those needs



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- Implement lessons and learning environment best practices that are safe, respectful, and engaging as well as culturally and developmentally appropriate
- Uphold the vision, mission, and core values of Bluffview Montessori
- Perform other duties as assigned by supervisors

Duties and Responsibilities

- Assume full responsibility for the students who are being tutored, which includes ensuring the safety and well-being of the children at all times
- Oversee and implement instruction/tutoring in the areas of need as identified by the supervising staff member(s)
- Learn to use school based software as needed, including but not limited to Google G-Suite, IXL, etc.
- Be knowledgeable about Minnesota State Standards and periodic assessments appropriate for each age/grade level
- Maintain accurate and updated records for each child in accordance with administrator's/school model as well as conferencing with the supervising teacher/administrator regarding plans, progress, and any help that may be needed
- Prepare and maintain the learning environment and materials to be used
- Develop and implement individualized plans for students
- Foster an atmosphere of respect and harmony; emphasize communication, interdependence, cooperation, and global awareness
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and administration

Knowledge, Skills and Abilities

- Comprehend and follow instructions
- Perform repetitive tasks
- Maintain work pace and accuracy
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents and colleagues
- Basic computer skills

Physical Demands:

Activity	Frequency
Grasping/handling	Constantly (80%-100%)



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Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Speaking and Listening	Constantly (80%-100%)
Sit at table/on floor	Frequently (55%-79%)
Crouch, stoop, climb, balance or run	Periodically (30%-54%)
Stand, walk	Frequently (55%-79%)
Lift/carry up to 10 lbs	Periodically (30%-54%)
Lift/carry up to 50 lbs	Seldom (1%-9%)
View computer monitor/media	Periodically (30%-54%)
Exposure to seasonal weather	Occasionally (10%-29%)



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Special Requirements

Final appointment to this position will be contingent upon passing a criminal background check.

Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.

Additional Employment Statement

This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Signature

Date