



SJCOE
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Job Description

POSITION TITLE: Temporary Extended Learning Program (ELP) Tutor #4043
Venture Academy Family of Schools
County Operated Schools and Programs (COSP)

SALARY PLACEMENT: Short Term Hourly Salary Schedule
Range 2 Step K

SUMMARY OF POSITION:

Under direction of management and teaching personnel, assist in the development and ongoing functions of the school's extended learning program. The extended learning program will be open for students from all grade levels (K-12) who will be recommended, by administration, counselors, parent(s), guardian(s), or their teachers, to access additional learning outside the regularly scheduled learning day. One-on-one tutoring, group instruction, team building, and challenge course activities will be planned by a teacher with the ongoing assistance of the ELP Tutor. Perform related work as required. This position will work directly with students in a class setting, small group, or individually in an academic setting

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a high school diploma or equivalent. Able to demonstrate proficiency in basic reading, writing and math skills at a level required of high school seniors. One year of experience in working directly with students to support their learning, or a combination of education and experience.

DESIRABLE EXPERIENCE:

Experience interacting with youth. Experience working in an educational or recreational setting.

SKILLS AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- be flexible and receptive to change
- demonstrate respect for students, parents, and staff
- play passionately when appropriate
- demonstrate and model
- think critically
- live responsibly, embrace challenge, and be a life-long learner
- operate a computer
- carry out oral and written directions and communicate effectively

Possess:

- basic computer skills
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by San Joaquin County Office of Education (SJCOE) policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist extended learning teacher in development of the extended learning program.

2. Assist the extended learning teacher in maintaining a positive, motivating learning environment.
3. Participate in staff meetings as required.
4. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
5. Perform a variety of clerical tasks, including typing, copying documents, gathering materials, and maintaining records.
6. Maintain confidentiality on job related matters.
7. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school or home setting.

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