

BISHOP HARTLEY HIGH SCHOOL JOB DESCRIPTION

Job Title:	Auxiliary Tutor (Full time, 35 Hours/Week)
Written/Revised:	March 31, 2023
School:	Bishop Hartley High School
Responsible to:	Director of Educational Services

JOB SUMMARY

Our team provides effective educational support to students who have been diagnosed with a disability that affects their academic ability. This position is hired through a third-party public school district, but individuals spend each day at Bishop Hartley in their classroom helping small groups with course work, working with students on their goals, and providing accommodations. The tutor will be responsible for monitoring students during tutoring periods, communicating with classroom teachers about course work, collecting data for the MTSS team, and updating student families on progress. The tutor will also be responsible for working closely with the other members of the Intervention team on a daily basis.

Auxiliary Tutors are accountable for:

- Monitoring students on Academic Support plans during their study hall periods by checking grades, communicating with teachers and parents, and working one-on-one with the students
- Reteaching/altering lessons for students to supplement classroom lessons
- Communicating behavioral observations and/or responses to intervention and its impact on academic performance to the student services team
- Providing accommodations for students during classroom testing

POSITION QUALIFICATIONS

Required:

1. Completion of Virtus/Protecting God's Children Training
2. Completed FBI/BCI background checks



Transforming lives through the teachings of Jesus Christ within the Catholic tradition.

3. Experience tutoring high school students in a school or a school support program setting
4. Ability to communicate often and effectively with team members
5. Ability to demonstrate flexibility with a variety of daily schedules and emergent tasks

Strongly Preferred:

1. Math and/or English tutoring experience in a school or a school support program with a valid Ohio teaching license in either area
2. Intervention Specialist degree and/or valid Ohio Intervention Specialist license

Interested Candidates

Please contact Cara Rezabek, Director of Educational Services at Bishop Hartley, by emailing a resume and letter of interest to: crezabek@cdeducation.org