Kings Board of Education
JOB DESCRIPTION

Title: Math Tutor
Reports To: Building Principal or designee
Employment Status: Part-Time; Hourly; Non-Union
FLSA Status: Non-Exempt
Salary: $20 to $30.27 / Hour (Depending on Qualifications and Experience)

General Description:

Provides additional mathematics support to intermediate and middle level students under the direction of classroom teachers and the building principal or designee. Works with students individually, in small groups, or within the classroom to reinforce learning, strengthen skills, and build confidence and independence.

Qualifications:

1. Bachelor's degree in education, mathematics, or a related field preferred.
2. Appropriate educator license, permit, or credential for the assignment, as determined by the district.
3. Knowledge of mathematics concepts and skills. Ability to explain concepts clearly, provide patient encouragement, and develop positive relationships with students.
4. Effective communication and organizational skills, including the ability to follow instructional guidance and work collaboratively with staff.
5. Successful completion of district-required background checks and employment requirements.

Essential Responsibilities:

- Provide individual, small-group, and in-class mathematics support using teacher-provided or district-approved materials and activities.
- Coordinate with classroom teachers to identify students needing assistance and the skills to reinforce.
- Guide students through practice and learning activities, using explanations, examples, manipulatives, and visual supports as needed.
- Follow teacher guidance regarding student learning needs and applicable accommodations.
- Maintain brief records of students served and skills practiced, and assist with brief skill checks as directed.

- Share student progress, areas of difficulty, and concerns with the classroom teacher or building principal.
- Maintain a positive learning environment, reinforce classroom expectations, and encourage student engagement and independence.
- Participate in relevant meetings and training as assigned within scheduled work hours.
- Protect student confidentiality and follow Board policies, building procedures, and student safety protocols.
- Perform other duties related to the position as assigned.

Additional Working Conditions:

- Work primarily in classrooms or designated instructional spaces, with frequent interaction with students and staff.
- Interaction with students who may need additional academic or behavioral support.
- Regular use of computers, instructional technology, and mathematics materials.
- Occasional exposure to blood, bodily fluids, and tissue.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

_____ _____
(Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Kings Board of Education Personnel Policy Manual.

_____ _____
(Math Tutor) (Date)