

**EDUCATION**  
**WATERBURY PUBLIC SCHOOLS**  
**Instructional Tutor - READ 180 Program**  
**Duggan School**

**General Statement of Duties:** Under the supervision of the School Principal and Vice Principal, tutors provide educational support to students who are academically at-risk.

(not limited to the duties listed below)

**Specific Example of Duties:** Supports classroom teachers and other faculty with the instruction of K-8 students. Performs in-class tutoring services in math, reading, Language Arts and other academic areas as needed. Works one-on-one and in small group instructional settings. Collaborates with the classroom teacher and specialists in providing appropriate academic tutoring services and feedback. Maintains a daily log of students receiving services which would include progress reports, problems, concerns and other observations. Works with the teachers to establish remedial groups that may be serviced in the classroom. Generates and corrects material to reinforce skills identified as weak and in need of reinforcement. Polls the teachers to try to establish areas of difficulty experienced by students on ACUITY/SBAC and other assessments. Performs other related duties as required by the School Principal or Vice Principal.

**Qualifications:** Connecticut teaching certification for elementary/middle grades (K-8), Certification in remedial reading or math is preferred. Must possess the ability to maintain and foster a creative educational environment conducive to learning and participation. Should demonstrate sensitivity and respect for the needs and feelings of all children while utilizing patience, empathy and positive expectations.

**Work Year/Hours of Work:** Maximum of 10 months. Maximum of 18 hours per week (during school hours) with scheduled based on the needs of the students.

**Salary:** \$25.00 Per hour                      No Benefits

**Note:** This is a Part-Time, Grant Funded position, it exists as long as funds are available

Please submit letter of intent, application for professional position, resume, and a copy of appropriate certification to:

James A. Murray, PHR  
Human Resources Administrator-Education  
236 Grand Street  
Waterbury, Ct. 06702

**Closing Date:**                      **Until the position is filled**