

Cabell County Schools
Job Description
After-School Tutor or Detention Teacher
(Extra-Curricular)

Position:	After-School Tutor or Detention Teacher (Extra-Curricular)
Supervisor:	Building Administrator
Location:	As per posting
Salary:	As per Cabell County pay schedule
Purpose:	The after-school tutor or detention teacher will provide remedial instruction by providing tutoring services to students who need to improve academic and/or social skills, as well as provide remediation to those students who have attendance or behavior challenges.

Qualifications:

1. Must hold a valid West Virginia Professional teaching certificate endorsed for the grade levels as indicated on the posting.
2. Must have experience with the programmatic level as indicated in the job posting.
3. Preference given to individual with knowledge and experience of students within school location as indicated on posting.
4. Preference given to individual with experience in remedial education and/or knowledge of programs and interventions with at-risk students.
5. Must be prompt/punctual in reporting to position.
6. Must possess excellent communication skills, both verbal and written.

Responsibilities (as applicable to the job posting):

1. Supervise students on premises, entering and leaving.
2. Provide appropriate tutoring/remedial instruction to students enrolled in the program.
3. Serve as a mentor or tutor to assigned students.
4. Facilitate the completion of required assignments.
5. Provide tutorial instruction in classes missed due to attendance.
6. Maintain record of students' work and give to appropriate staff of student.
7. Enforce safety guidelines and mandatory travel routes for students.
8. Enforce and follow Cabell County Schools Code of Conduct.
9. Communicate with teacher(s) of record to facilitate student success.
10. Communicate with parents, as needed.
11. Maintain attendance records of students in program to ensure proper students are attending.
12. Provide applicable data/records as requested to building administrator.

13. Anyone accepting this position is mandated to report suspected abuse and neglect
14. Monitor students to ensure they are picked up by the appropriate parent or guardian.
15. Other responsibilities as assigned by school administrator

Revised October 2, 2020