

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 10/8/86

LAST REVISION DATE 6/8/01

BAND & GRADE B-2-1
 JOB LEVEL 4

POSITION TITLE Technical Tutor

IMMEDIATE SUPERVISOR Work Experience Coordinator

Job Summary (Basic Purpose of Position)

 SUPERVISOR

 EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

Provide Technical Assistance to Students with Special Needs

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
The following refers to special needs students identified by the class instructor.					
<u>Tutor Responsibilities:</u>				<u>Knowledge:</u>	Evidence will exist indicating that:
1.01 Help students in vocational education classes complete assignments (technical, written and/or reading.)	B	40 D		1.0 Proper use and care of power and hand tools.	1.01 Students are provided help to complete assignments.
1.02 Explain proper use of tools and equipment.	B	5 D		2.0 Students with handicapping conditions and special needs.	1.02 That safety procedures are followed.
1.03 Control use of power equipment and tools to help prevent injury and promote safety.	B	10 D		3.0 Curriculum structure in the Senior High School.	1.03 Tools and equipment are used correctly.
1.04 Help complete technical steps involved in completing a project (measuring, sawing, etc.).	A	20 D		4.0 District data privacy and confidentiality policies.	1.04 Positive rapport is demonstrated with students.
1.05 Assist teacher to adust technical process to enable students with limitations to complete projects assignments.	B	15 D		<u>Ability To:</u> 1.0 Communicate effectively with students, teachers, parents and administration. 2.0 Establish rapport with handicapped and non-handicapped adolescents. 3.0 Pass basic skills competency test. 4.0 Speak and write clearly. 5.0 Clearly explain instructions to others.	1.05 All instructions from instructor followed appropriately.

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<p>1.06 Prepare up-to-date reports of students Assignments. (Times Teachers and students.)</p> <p>1.07 Prepare up-to-date reports of Special need student throughout the dept. (# of students for each class).</p> <p>1.08 Other duties as assigned by the Work Experience Coordinator and building principal.</p>	<p>B</p> <p>B</p> <p>N/A</p>	<p>5 D</p> <p></p> <p>5 D</p>		<p><u>Ability to:</u></p> <p>6.0 Understand instructions and diagrams for: Construction Woods Auto Small Engines Electronics Drafting Photo Machine Tool</p> <p><u>Skills:</u></p> <p>1.0 Accurately measure with devices used throughout the dept.</p> <p>2.0 Operate power equipment.</p>	<p>1.06 Reports have been submitted on time.</p> <p>1.07 All reports were prepared appropriately and in a timely manner.</p> <p>1.08 All job functions are completed properly.</p>