

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 10/8/1986  
 LAST REVISION DATE 6/8/2001  
 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**

Provide technical assistance to students with special needs.

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

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You 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					
<p><b>The following refers to special needs students identified by the class instructor.</b></p> <p>Tutor Responsibilities:</p> <p>1.01 Help students in vocational education classes complete assignments (technical, written and/or reading).</p> <p>1.02 Explain proper use of tools and equipment.</p> <p>1.03 Control use of power equipment and tools to help prevent injury and promote safety.</p> <p>1.04 Help complete technical steps involved in completing a project (measuring, sawing, etc.)</p> <p>1.05 Assist teacher to adjust technical process to enable students with limitations to complete projects assigned.</p> <p>1.06 Prepare up-to-date reports of students' assignments. (Times Teachers and students.)</p>	<p>B</p> <p>B</p> <p>B</p> <p>A</p> <p>B</p> <p>B</p>	<p>40D</p> <p>5D</p> <p>10D</p> <p>20D</p> <p>15D</p> <p>5D</p>		<p>Knowledge:</p> <ol style="list-style-type: none"> <li>Proper use and care of power and hand tools.</li> <li>Students with handicapping conditions and special needs.</li> <li>Curriculum structure in the Senior High School.</li> <li>District data privacy and confidentiality policies.</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>Communicate effectively with students, teachers, parents and administration.</li> <li>Establish rapport with handicapped and non-handicapped adolescents.</li> <li>Pass basic skills competency test.</li> <li>Speak and write clearly.</li> <li>Clearly explain instructions to others.</li> </ol>	<p>1.01 Students are provided help to complete assignments.</p> <p>1.02 That safety procedures are followed.</p> <p>1.03 Tools and equipment are used correctly.</p> <p>1.04 Positive rapport is demonstrated with students.</p> <p>1.05 All instructions from instructor followed appropriately.</p> <p>1.06 Reports have been submitted on time.</p>

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.07 Prepare up-to-date reports of special need students throughout the department. (# of students for each class).	B			6. Understand instructions and diagrams for: a. Construction b. Woods c. Auto	1.07 All reports were prepared appropriately and in a timely manner.
1.08 Other duties as assigned by the Work Experience Coordinator and building principal.	N/A	5D		d. Small engines e. Electronics f. Drafting g. Photo h. Machine tool  Skills: 1. Accurately measure with devices used throughout the department. 2. Operate power equipment.	1.08 All job functions are completed properly.