Tutor Job Description

2300 Courtland Drive
Sanford, NC 27330

919-774-9462

www.pdypay.com

Tutors are vital to the classroom setting and work under the supervision of the Lead Teacher to give students additional assistance and instruction.

The primary job of a tutor is to provide academic instruction and assistance to students on an individual or small-group basis. Tutors work with students to improve their academic performance while working closely with both PDY/PAY faculty and students to assess and determine the needs and extent of tutoring required.

A tutor is expected to:
- Assists students with homework, organization, time management and basic skills
- Provide constructive feedback
- Tutor students in specific subjects such as reading, math, science, history, etc.
- Engage and work independently with a group or one-on-one with students
- Demonstrate punctuality and reliability
- Document students' progress and reports to assistant teacher and lead teacher
- Demonstrate excellent interpersonal skills
- Assist with maintaining a clean and safe classroom
- Participate in classroom or staff meetings/trainings
- Be proactive; see the needs of the classroom/lead teacher and be prepared to assist with activities outside of the normal homework time
- Assist with whatever needs to be done.
- Dress appropriately for a student-centered environment
- **Perform other duties as assigned by Program Administration**