



## **Texas Afterschool Centers on Education (ACE) Academic Tutor**

**Job Title:** ACE Academic tutor

**Wage/Hour Status:** Non-Exempt

**Reports to:** ACE Site Coordinator

**Type of position:** Part-time (Less than 15 hours/week)

**School:** San Isidro ISD

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### **Qualifications:**

College level students showing proof of enrollment at an accredited college/university and/or an official high school transcript showing proof of grades and GPA who meet school district hiring requirements

### **Job Role:**

- To provide students with academic assistance in core academic areas where improvement is needed

### **Job Responsibilities:**

- Keep teacher(s) informed of special needs or problems of individual students.
- Interact and communicate in a supportive, courteous, and respectful manner with students, parents, community members, and other staff members.
- Maintain student confidentiality
- Assist students in mastering the Texas Essential Knowledge and Skills (TEKS) in the core academic areas.
- Conduct instructional exercises assigned by the teachers; work with individual students or small groups
- Attend skill development training
- Perform accurate record keeping requirements of the ACE grant
- Adhere to district rules, policies, and regulations.