

Regional Office of Education #1
Job Description

- Job Title:** Independent Study Lab Tutor
- Qualifications:** Qualifications as the governing authorities may find appropriate and acceptable.
- Employer:** Regional Office of Education #1
507 Vermont Street
Quincy, IL 62301
- Reports To:** Building Administrator
- Terms of Employment:** Salary and work year to be established by the Regional Superintendent or Building Administrator.
- Evaluation:** Depending on the employee's position and classification, Regional Office of Education #1 endeavors to review performance annually.
- General Summary:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Roles and Responsibilities:

1. Meets and instructs assigned classes in the locations and at the times designed.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity of the students.
3. Prepares for classes assigned, and shows written evidence of preparations upon request of immediate supervisor.
4. Encourages students to set and maintain standards of classroom behavior.
5. Guide learning process toward the achievement of curriculum, establish clear objectives for the lessons, and communicate these objectives to students.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
8. Maintain order in the classroom in a fair and just manner.
9. Strives to maintain and improve professional competence.
10. Attends staff meetings and serves on staff committees as required.
11. Strives to work with other staff members cooperatively, providing a positive environment conducive to student learning.
12. All other reasonable duties as assigned by the Regional Office of Education #1, or Building Administrator.
13. Display professional standards and promotes a positive school image with actions and words.

PHYSICAL DEMANDS

1. Lift, restrain and discipline students according to approved policies and procedures