



School District of New London

DISTRICT ADMINISTRATION OFFICE

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New London, WI 54961

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August 3, 2017

SCHOOL DISTRICT OF NEW LONDON Notice of Support Staff Position

- POSITION OPEN:** Intervention Tutor
- WHERE:** Sugar Bush Elementary School, but will be dependent upon student needs
- TIME:** Up to five and three-quarter hours per day, during the school year only. Hours may be adjusted based upon student needs.
- WAGE RANGE:** \$15.08 to \$16.22 per hour
- BEGINNING DATE:** Beginning of 2017-18 school year
- DUTIES:** Provide mathematics and reading interventions and strategies; administers assessments to monitor individual student improvement.
- OTHER REQUIREMENTS:** Associate Degree or Bachelor's Degree in an area related to literacy and/or mathematics, or elementary teacher license.

If you are interested in and qualified for this position, please notify Personnel Services in writing as soon as possible. Please indicate in your letter what position you now hold, what qualifications you have that you feel qualify you for this position, and why you are interested in this position. Please write on the envelope containing your application "**Intervention Tutor**" and send it to Personnel Services at the District Administration Building.

Personnel Services
School District of New London
901 West Washington Street
New London, WI 54961

**INTEVENTION TUTOR
JOB DESCRIPTION**

Title: Intervention Tutor

Category: Non-Union

Minimum Qualifications:

- Associate Degree or Bachelors Degree in an area related to literacy and/or mathematics.
- Ability to maintain confidentiality.
- Background/knowledge in reading/intervention strategies/Research Based Instructional Strategies.
- Ability to work cooperatively with the staff of the district in fulfilling the district' mission, vision and goals
- Such other qualifications as the Board of Education may deem necessary or desirable

Reports To: Building Principal

Supervises: No one

Job Goal: To provide support to students

A. Support of student achievement

- Communicates effectively with students, school personnel, and parents.
- Motivates and engages students in learning.
- Implements appropriate interventions and strategies as outlined in the district's resource map of mathematics and reading interventions.
- Administers assessments to monitor individual student improvement and aid classroom teachers in flexible grouping.
- Initiates and facilitates student progress through knowledge of technology-based activities that aid in improving student achievement.
- Plans and assists teachers with parent involvement activities and education.
- Works cooperatively with Building Principal and staff in fulfilling the District's vision, mission, and focus.
- Performs all other duties as assigned by the Building Principal or designee.

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other duties and responsibilities that the Building Principal may deem necessary from time to time.

Essential Physical Requirements:

- Work is sedentary in nature requiring occasional moving of up to 10 lb. maximum (i.e. files, mail, reams of paper)
- Ability to remain stationary up to 6-8 hours per day
- Ability to be mobile up to 1-4 hours per day
- Ability to perform simple grasping, pushing and pulling (i.e. filing, file drawers)
- Ability to perform fine manipulation (i.e. keyboard)
- Ability to answer phones and communicate with visitors in a professional manner
- Occasional stooping, bending, reaching and squatting to retrieve files
- Good visual acuity to view computer screen and paperwork
- Good visual and hearing are required for effective verbal and written communication

Terms of Employment: Days and hours to be arranged, with salary according to current schedule.

Evaluation: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

Employee Signature

Date