



**(2) TUTORS NEEDED**  
**DAYCREEK**  
**INTERMEDIATE SCHOOL**

**(open until filled)**

**Hours: Monday thru Thursday**

**8:10 a.m. – 10:10 a.m.**

**\$10.66/hour**

**Assisting students with**

**All Subjects. Emphasis on**

**Math, English Language Arts**

**Please visit our website at**

**[www.etiwanda.org](http://www.etiwanda.org)**

- **Employment**
- **Tutors**

**Please read the job description and deliver  
or email your completed application to the  
Etiwanda School District Office – 6061 East**

**Ave., Etiwanda, CA 91739**

**or send via email to**

**[personnel@etiwanda.org](mailto:personnel@etiwanda.org)**

## TUTOR

### **DEFINITION:**

Under general supervision of the school site principal and/or certificated personnel, this before or after school position will provide tutorial support for students in basic skill areas; support student learning through individual or small group tutorial activities in assigned programs or grades/subjects; help students comprehend subject material in order for students to be successful.

### **DISTINGUISHING CHARACTERISTICS:**

This position may be found in a variety of school settings, Preschool - 8. Duties encompass a wide range of supportive tutorial tasks for students and staff in the program to which assigned.

### **EXAMPLES OF DUTIES:**

Assists certificated personnel with the presentation of learning materials and instructional exercises. E  
Operates learning equipment. E  
Tutors students individually or in small groups. E  
Determine from student notes and discussions the concepts that need to be taught or reviewed. E  
Become familiar with the educational materials and resources available to teachers and students. E  
Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by certificated personnel. E  
Conduct brainstorming and clustering sessions with students, as needed. E  
Under the direction of certificated personnel, delivers a wide range of learning activities for students. E  
May read to students, explaining words and meanings, rephrases materials and provides similar learning examples. E  
May communicate in an assigned foreign language with students to help clarify instructions, understand content, and answer questions. E  
Promotes the well-being of students by helping them to develop positive attitude/self-image toward learning. E  
Exhibit a positive role model for students. E  
Other related duties as assigned. E

### **QUALIFICATIONS GUIDE:**

#### **KNOWLEDGE OF:**

Basic mathematic and computational skills.  
Correct English usage, punctuation, spelling and grammar.  
General purposes and goals of the school site.  
General concepts of child growth, development and behavior.

**ETIWANDA SCHOOL DISTRICT  
TUTOR - CONTINUED**

**KNOWLEDGE OF:**

General cultural and physical differences and needs of children in assigned activities.  
Basic instructional techniques.  
School regulations and policies.

**ABILITY TO:**

Assist in the responsibility for properly supervising students.  
Learn and utilize standard instructional resource aids.  
Demonstrate an understanding, patient, warm and receptive attitude toward students.  
Communicate satisfactorily in oral and written form.  
Understand and carry out oral and written instructions.  
Establish and maintain effective working relationships with program and school personnel.  
Follow directions and function within the program and school policies and procedures.

**EDUCATION AND EXPERIENCE:**

Some paid or voluntary experience working with children in an educational or child care setting preferred; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.  
High School diploma or GED certificate, and/or verification of current enrollment in an accredited college or university, desirable.  
High School Students: are required to submit one letter of recommendation from a High School Certificated Teacher/Administrative in the High School of their attendance.

**WORKING CONDITIONS:**

1. While performing the duties of this job, the employee is regularly required to stand, talk, listen, watch, sit, reach, bend, and walk. Employees are regularly required to lift and move objects; while most of this lifting and moving will not normally exceed ten (10) pounds. The noise level of this job is generally moderate, but there are constant interruptions. Employees may be exposed to childhood diseases, adverse climatic conditions and anti-social behavior.
2. To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ETIWANDA SCHOOL DISTRICT  
SHORT TERM TUTOR**

**APPLICATION MUST INCLUDE A LETTER OF RECOMMENDATION**

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_ CA \_\_\_\_\_  
Street City State Zip

Social Security \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell Number \_\_\_\_\_

1 Have you ever worked for the Etiwanda School District? Yes  No

2 Please list the names, phone numbers and email of two (2) people that have knowledge of your ability to perform the required duties in an appropriate manner.

a. \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

b. \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Notice: It is a requirement to read the attached Tutor job description before answering question #3.**

3 Are you able to meet all of the established requirements and essential functions necessary to perform the duties of the Tutor position? Yes  No

If you need a reasonable accommodation to participate in the hiring process, Etiwanda School District will provide you with one upon notice.

**Notice: Any person who is required to register as a sex offender cannot serve as an employee**

4 Have you ever been convicted of a felony or misdemeanor? Yes  No

or do you currently have a felony or misdemeanor charge pending? Convictions include a plea or guilty, nolo contendere (no contest) and /or a finding of guilty by a judge or a jury.

Yes  No

If "Yes" list all convictions including but not limited to conviction for "driving under the influence, " and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

**Notice: If you have answered yes to either of the questions above, please list this information on the back side of this application.**

5 I understand that as a condition of employment, I shall be required by the District to attend a pre-employment processing meeting.

Yes  No

**Notice: You are required by the district to be fingerprinted and cleared by the Dept. of Justice and/or FBI prior to your assignment and show proof of a negative TB test. The district office will contact you with this information.**

*I certify that all statements made on this short term Tutor application are true to the best of my knowledge. I understand that any false statements of material facts can be subject to disqualification. I understand that the Etiwanda School District reserves the right to conduct a criminal background check of school employees as permitted by law. I have attached the required letter of recommendation.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_