



# Moraga School District

1540 School Street  
Moraga, CA 94556  
Julie C. Parks Ed. D., Superintendent

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## CLASSIFIED EMPLOYMENT OPPORTUNITY

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*Posted: July 26, 2024*

*Date Due: Until Filled*

**POSITION: WRITING TUTOR**  
**Joaquin Moraga Intermediate School**  
**16 hours per week (Part-time position)**  
**Rate of pay: \$23.99-\$29.18 per hour**

**DESCRIPTION:** Under general direction tutors students in writing, individually, or in small groups.

**Representative duties:**

- Tutors 6th, 7th, and 8th grade students to improve writing skills at all levels
- Assist teachers in grading writing assignments
- Implements writing strategies
- Assists with writing assessments
- Attends meetings as required.
- Other related duties as assigned

**Ability to:**

- Maintain effective and cooperative working relationships with students and staff.
- Organize and maintain instructional materials related to writing techniques and strategies.
- Maintain calm and patience in stressful situations.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Learn and apply rules and regulations related to assigned school
- Manage behavior in individual and small group settings
- Understand and carry out oral and written instructions
- Maintain the confidentiality and security of sensitive information
- Meet schedules and deadlines
- Appropriately monitor student safety
- Assist with medical and safety emergencies in an effective and calm manner

**Knowledge of:**

- Principles of child development and instructional processes
- Effective writing techniques for 6th-8th grade students

**Skills:**

- Basic clerical functions
- Computer skills in a variety of computer programs
- Operate standard office equipment
- Effective oral and written communication
- Correct English usage, spelling, grammar and punctuation

- Perform basic mathematical calculations

### **Experience**

- At least one year of experience working with 6th-8th grade students preferred

### **Education:**

- A.A. Degree or two years of accredited college credit

**Physical Requirements:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers; occasionally required to handle, feel or operate objects, reach with hands and arms, stoop, kneel, crouch; must occasionally lift and or move up to 25 pounds; specific vision abilities required by this job include close vision and the ability to adjust focus.

*To apply: Please complete an application (found on the district website)  
And include a cover letter and resume.  
Send to Lisa Crouch by email, mail, fax or drop by*

**<http://district.moraga.k12.ca.us/>  
or the District Office, 1540 School Street, Moraga, CA (925) 376-5943**  
For more information, please contact Lisa Crouch at 925.377.4162 or [lcrouch@moraga.k12.ca.us](mailto:lcrouch@moraga.k12.ca.us)



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## Moraga School District NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District  
Director of Pupil Services  
District Section 504 and Title IX Coordinator  
(925) 376-5943

For more information:

Equal Employment Opportunity Commission  
1-800-669-4000  
1-800-669-6820 (TTY)  
[info@eeoc.gov](mailto:info@eeoc.gov)