



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Writing Tutor

Reports to: Site Principal

Work Year: 9 months, part-time position

Salary Range: 7

Definition: 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



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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.