SESC Job Posting

Braxton County Title I Tutors—6 Positions

Part Time, as scheduled by the program director; Serving all Braxton County Title I Schools; $25 per hour.

Qualifications:

- Criminal Background Check
- Previous tutoring experience preferred
- The ability to perform the job duties as described in the job description.

Job Duties:

- Presents subject matter according to guidelines established by WVDE and board policies, and administrative regulations.
- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conducts assessment of student learning styles and uses results to support school-wide academic performance goals and instructional activities.
- Works cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Works with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Helps students analyze and improve study methods and habits.
- Conducts ongoing assessment of student achievement through formative and informative testing.
- Maintains a positive role model for students.
- Supports the mission of the school district.
- Creates a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manages student behavior in accordance with WV Board of Education Policy 4373 (Expected Behavior in Safe and Supportive Schools) and the student handbook.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Establishes and maintains open communication by conducting conferences with parents, students, principals, and teachers to support student learning.
- Maintains a professional relationship with colleagues, students, parents, and community members.
- Uses effective communication skills to present information accurately and clearly.
- Keeps informed and complies with state, district, and school regulations and policies for classroom teachers.
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required.

- Implements programs of study.
- Utilizes instructional management systems models that increase student learning.
- Monitors student progress towards mastery of instructional goals and objectives.
- Communicates effectively within the educational community and with parents on a regular basis.
- Meets professional responsibilities.
- Demonstrates behavior which reflects established professional responsibilities (i.e., attendance, punctuality, and verbal/nonverbal communication.
- Demonstrates competency in the knowledge and implementation of technology standards.
- Collaborates with the school principal on all functions of the Title I Program.
- Assist with documenting Title I compliance indicators for monitoring purposes.
- Assists and supports the school principal in maintaining all items for the Title I inventory.
- Performs other duties as assigned.

Deadline to Apply: September 30, 2026 – or until filled

Send Applications to: jlbutcher@wvesc.org