

Category: 1712
Exc. Qual. Std. 30
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TUTOR/SUBSTITUTE TEACHER/CLASSROOM MONITOR
(These positions are intermittent in nature)

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 01
Maximum Pay Level: 03

DESCRIPTION OF WORK:

The tutor will instruct individuals or small groups of students in certain subject areas. These positions may be either Levels 01, 02 or 03.

The substitute Teacher provides education instruction in a classroom setting utilizing practical teaching methods and techniques to a designated group of students. This position will be filled at the Levels 02, or 03. At the 03 Level, the prospective employee must be a qualified, certifiable teacher.

The Classroom Monitor position functions as an aide, primarily maintaining classroom order, in the absence of a classroom teacher, either full-time or substitute. This position will be filled at Level 01 only.

LEVEL OF RESPONSIBILITIES:

This title is used for replacement of the regular classroom teacher in the absence of the teacher. Salaries at all levels for this position are limited to the base step only.

01 Level, Step 1 – Employee works under close supervision of a professional educator, following detailed instructions, and maintaining classroom order.

02 Level, Step 1 – Employee works under the supervision of professional, following specific instructions and maintaining classroom order and carries out lesson plans.

03 Level, Step 1 – Employee works under the supervision of a professional, maintains classroom order and carries out and develops lesson plans.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Tutor/Substitute Teacher

Pay Level	01*	02*	03
Education	HS or Equivalent	HS or Equivalent	BS
Experience	0	3 years	

* Salaries at all levels will be limited to the base step. (Employees in these positions do not normally make lesson plans, teach, etc. for extended periods. They do not perform the full range of duties of teachers.)

SUBSTITUTION OF EDUCATION:

60 semester hours of undergraduate course work may be substituted for 2 years of experience required for level 02 positions.

EXPERIENCE:

Experience as an Education Aide in a classroom situation is creditable for Levels 01 and 02.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required, except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must possess mental and emotional stability.