



Anna Maria College Off-Campus Federal Work Study Job Description
 50 Sunset Ln.
 Paxton, MA 01612

Name of Organization:	Leicester Elementary School
Site Address:	170 Paxton Street Leicester, MA
AMC Supervisor:	Shelie Wells
Supervisor Preferred Contact Information:	Swells@annamaria.edu
Position Title/Classification:	Intervention Tutor
Positions Available:	Varied- 10hr/week total
Hourly Wage:	\$16/hour
Job Description:	Responsible for assisting with identifying, developing, and administering interventions for identified students and collecting assessment data to monitor student progress.
Duties Performed:	<ol style="list-style-type: none"> 1. Assist in the identification of students who are at risk of performing below grade level in English Language Arts and/or Mathematics. 2. Assist with identifying, developing, and administering targeted interventions to identified students. 3. Prepare and manage instructional materials required for the intervention program. 4. Work with individual students or small groups for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching their targeted academic goals and grade-level standards. 5. Keep student records and prepare required reports as directed. 6. Adhere to the appropriate code of ethics and student confidentiality. 7. Any such other related duties as assigned by the building principal or designee
Specific Qualifications:	Prior experience working with children or an academic focus in education, psychology, social work, or human services preferred. However, students from all majors may be considered.
Hours/Week:	Up to 10 hours total

Special Application Instructions:	A CORI background check form must be completed at Leicester Elementary with valid ID if you are a successful candidate. Fingerprinting is also required. Information about this process can be found at the link below: Fingerprinting Instructions.pdf - Google Drive
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Dates of Employment (check one):

- Full Academic Year**
- Fall Semester Only
- Spring Semester Only
- Summer Semester Only

Summer start date:
Summer end date: