

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	4/16/2025
Title:	English Language (EL) Tutor
Reports To:	Director of Student Services
Employment Status:	As Determined by the Director of Student Services
MOESC Pay Schedule:	Teacher
Days:	As Determined by the Director of Student Services
FLSA:	Exempt

REQUIRED QUALIFICATIONS

- Valid Ohio Department of Education certificate/license with TESOL (Teaching English to Speakers of Other Languages) endorsement
- Excellent communication skills, both orally and in writing
- Experience and knowledge of current trends in working with EL students
- Ability to work well with students, staff, and diverse populations
- Ability to maintain confidentiality and handle sensitive information
- Ability to effectively communicate with students and parents
- Reliable transportation
- Successfully pass BCI/FBI background checks

GENERAL DESCRIPTION

Provides English language lessons to students from different backgrounds and cultures. The EL Tutor will be responsible for planning lessons and activities, adopting a creative approach, and encouraging and motivating students to learn. To be a successful English Language (EL) Tutor, you should be able to create an environment that is conducive to learning. Ultimately, an exceptional EL tutor will encourage students to interact with each other to improve their English-speaking skills. The EL Tutor is responsible for the identification, instruction, and assessment of qualified students from preschool through 12th grade. These services may be provided in a public school, charter school or private/parochial school.

ESSENTIAL FUNCTIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conducting activities and lessons based on EL teaching methodologies.
- Encouraging and engaging students to speak in English.
- Motivating students and using humor to induce a pleasant learning environment.
- Maximizing students' talk time through oral tests and presentations.
- Displaying excellent classroom management.
- Keeping accurate records of student performance.
- Communicating with the Department Head or Principal, as needed.
- Maintaining standardized guidelines.
- Excellent command of the English language.
- Proficient in all Microsoft applications.
- Ability to teach students of all ages and from different backgrounds.
- Display patience and cultural awareness.
- All other duties as assigned.

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Good Communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional exposure to blood, bodily fluids
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Regular interaction with students and staff, and occasionally parents
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

EVALUATION

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.