



JOB DESCRIPTION #250

TITLE: Direct Support Professional

FUNCTIONAL TITLE: Tutor

REPORTS TO: Program Manager

BASIC FUNCTIONS: The Tutor's primary function to assist students with completion of homework and establish good study skills on an individual basis.

SCOPE: To work in the tutor centers providing after school services to all school age children.

QUALIFICATIONS:

- Must be 18 years of age and currently enrolled in an educational program
- Valid Driver's license, ability to drive and means of transportation
- Travel to other cities and towns may be required

SCHEDULE: This may be a full time or part time position with hours to be determined by the needs of the program.

RESPONSIBILITIES/OBJECTIVES:

- Work with students individually and in a group setting.
- Site preparation and site clean up.
- Adhere to site rules at all times.
- Coordinate special events/functions at each site.
- All other duties assigned by the supervisor, his/her superior or the designee of either party.

EXPECTATIONS:

- To carry out all responsibilities professionally and effectively.
- To treat all individuals with dignity and respect.
- To have a commitment to assist individuals and families at risk.
- To work in harmony with other Seven Hills Behavioral Health staff.
- To work in harmony with Seven Hills Foundation.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time. Must be able to lift 10-15 lbs on occasion.

STATUS: Non-exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date