Board adopted
September 21, 2026

PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875

JOB DESCRIPTION
FOR
SUCCESS CENTER TUTOR

QUALIFICATIONS: Possess at least a Bachelor's Degree; hold a valid provisional secondary teaching license/certificate.

RESPONSIBLE TO: Assistant Director

GENERAL DUTIES: The Success Center tutor will provide a quiet environment for students who need to: take tests, complete make up work, or need additional assistance with course material.

SPECIFIC DUTIES:

1. Keep accurate attendance records of students utilizing the Success Center.
2. Provide an environment conducive to productive learning with appropriate student supervision for assigned activities.
3. Implement effective pupil management procedures by upholding student conduct code.
4. Work with teachers to ensure students complete required assignments.
5. Work with the Special Needs Supervisor and Intervention Specialists in order to be compliant with required accommodations.
6. Proctor tests and provide subject specific help, if needed.
7. Track online student progress and intervene when necessary.
8. Inform students and instructors of Success Center availability.
9. Maintain a professional attitude to the students, staff and community.
10. Treat all students and staff with dignity and respect.
11. Maintain confidentiality about students, their families, and other employees.
12. Perform other duties as assigned by the Superintendent and/or his/her designee.