



**James F. Sullivan**  
Middle School

## **Tutor - Lowell Public Schools**

Sullivan Middle School

Principal: Sean Carabatsos [scarabatsos@lowell.k12.ma.us](mailto:scarabatsos@lowell.k12.ma.us)

Lowell Public Schools

<https://www.lowell.k12.ma.us/sullivan>

### Overview: Tutor

- Provide individual tutoring in reading to middle school students who scored in the “pre-reader” / “basic reader” category on the Iowa in grade 3 or scored at below grade level reading on the Language Assessment Scales test.
- Provide individual tutoring in math to elementary school students.
- Maintain student portfolio.
- Maintain appropriate records.
- Communicate with parent/guardian.

Assume the leadership role in the support and encouragement of teachers in managing the following areas:

- Provide ESL and content area tutoring to Limited English Proficient students in small groups or one-to-one under supervision of the ESL, classroom and / or content area teacher.
- Work in close collaboration with ESL, classroom and content area teachers servicing Limited English Proficient students.
- Support and instruct Limited English Proficient students in content area curriculum using sheltered English immersion strategies.
- Meet with classroom teachers / grade level team on a regular basis for joint curriculum planning and student assessment.
- Administer oral English proficiency assessments, if trained, and other academic performance assessments to Limited English Proficient students.
- Monitor and report on progress of Formerly Limited English Proficient Students.
- Contribute to the decisions of the Language Assessment Team.
- Maintains relevant student records.
- Works effectively with parents to explain the goals of the ELE program.
- Work up to 15 hours per week at the assigned school.
- Attend the district-wide professional development trainings for tutors.
- Meets as needed with the Student Support Specialists for English Language Education at Central Office

At all times the tutor will work under direct supervision of a certified teacher.

### Qualifications:

- A Commonwealth of Massachusetts English as a Second Language (ESL) teaching certificate appropriate to grade level, preferred.

\*\*\*\*\*SEI endorsement/ESL licensure preferred

- A Bachelor's or higher Degree from an accredited college or university required.
- A minimum of 1 to 3 years' experience teaching students with a language other than English, preferred.
- Proficiency in the language of the specialty school or in the language(s) of the Low Incidence students, preferred if applicable
- Willing to be trained to administer the ACCESS assessment, preferred. .
- Ability to implement and support innovative strategies to enhance academic performance of Limited English Proficient students.
- Ability and experience in implementing various ESL teaching techniques including sheltered English.
- Ability to work in collaboration with classroom teachers servicing Limited English Proficient, Low Incidence and recently reclassified students.
- Cultural sensitivity and interest in diverse student populations.
- Able to communicate effectively in English with building administrators, teaching and support staff, students, and parents.