

# **English Language Tutor – Full-Time SY 2025 – 2026**

**Position Type:**  
**Student Services**

**Date Posted:**  
04/15/2025

**Location:**  
MOESC Student Services – Various Locations

**Date Available:** 8/1/2025



<b>Title:</b>	<b>English Language Tutor</b>
<b>Reports To:</b>	<b>Director of Student Services</b>
<b>Employment Status:</b>	<b>Full-Time</b>
<b>Days:</b>	<b>As Determined by the Director of Student Services</b>
<b>FLSA:</b>	<b>Limited Teaching, Exempt</b>

## **GENERAL DESCRIPTION**

The EL Tutor is responsible for the identification, instruction, and assessment of qualified students from preschool through 12<sup>th</sup> grade. These services may be provided in a public school, charter school or private/parochial school. The EL Tutor should be able to create an environment that is conducive to learning encourages students to interact with each other to improve their English-speaking skills.

## **REQUIRED QUALIFICATIONS**

- Valid Ohio 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
- Successfully pass BCI/FBI background checks

## **ESSENTIAL FUNCTIONS**

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
- Perform other duties as assigned by the Director of Student Services

### **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.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Reliable transportation
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- 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

### **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.



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