

**WASHINGTON STATE WORK STUDY PROGRAM
TUTORS-TO-TEACHERS JOB DESCRIPTION**

A Job Description form must be completed for each State Work Study position offered by a participating employer. Instructions for completing the form may be found on the back of this page. **EMPLOYERS SHOULD TYPE THEIR RESPONSES AND RETURN THE FORM TO THE INSTITUTION.**

(1) Math and/or Science Classroom Assistant
JOB TITLE

(2) \$ 13.00-14.00 per hour ____ *
Pay Range: Minimum and maximum pay range to be paid for this position.

(3) Effective Dates of this Job Description: 7 / 1 / 08 to 6 / 30 / 09

(4) **JOB DESCRIPTION:** (Be specific and provide detailed description of duties.)

Under the direction and supervision of the classroom teacher, the student will participate in middle and/or high school math and/or science classroom activities. Duties may include direct work with students on problem solving, understanding key concepts, and test preparation.

(5) **EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:**

Participating students will gain direct exposure to the realities of the classroom teaching experience – including strengthening communication skills, teaching abilities, and problem solving skills.

(6) **MINIMUM QUALIFICATIONS:** (What skills must a student possess prior to filling this job?)

Excellent math and/or science skills, strong communication skills, a willingness to take direction from others, the ability to maintain a high level of professionalism, and a strong interest in exploring the field of teaching.

(7) _____ (8) _____ - _____ - _____
Name of employing business or organization (No abbreviated Name) IRS Federal Employer Identification Number Suffix
(Job Description will not be approved if left blank)

Address (Include City, State, and Zip Code)

(9) BY: _____ (_____) _____
Signature of legally authorized representative signing time sheets Phone

Print Name of Legally Authorized Representative

For College/University and HECB Use Only:

(10) APPROVED: _____
Signature (11) Name College/University (12) Code

(13) Percentage Reimbursement: 100% (14) Job Classification Code: 310

(15) Position Number: _____ (16) Special Funding Source: _____

(17) APPROVED: _____ Date _____
For the HECB

*** Hourly pay rates must be comparable to those for non-student hires in similar positions at the employing organization**