

Position:	Tutor	Position Control:	
Department:	Instruction	Position Class:	Instructional
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Pre-Collegiate Success Coordinator	Salary Range:	11
Next Level Supervisor:	--	Hours per week:	19
Educ. Admin.:	Vice President of Instruction	Months per year:	9
Date Established:		FLSA Exemption Status:	Non-Exempt

**DEFINITION**

Under general supervision, provides tutoring services and learning assistance in variety of subject matter as assigned; works in conjunction with the involved faculty of discipline; performs related duties as assigned.

**CLASS CHARACTERISTICS**

Employees in this classification provide tutoring of students in a variety of subject matter.

**REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Tutor students needing assistance in assigned subject matter using the tutoring cycle and adult learning theory.

Assist students in improving their study skills to better understand content and concepts.

Help students increase their self-awareness and develop student and learning strategies.

Help students expand their critical thinking and problem solving skills.

Assist students in taking an active role towards their academic success.

Assist students with assigned subject matter questions in open lab settings.

Maintain appointments with students.

Keep records of each student's progress and lab usage.

Maintain tutoring time on the student's records and maintain related records.

Meet and communicate with instructors and visit classes.

Follow and apply established lab and tutoring policy and procedures.

Attend meetings, workshops and training as assigned.

Assist with training for student tutors.

Perform tutoring using online tutoring resources such as Cranium Café and/or Zoom.

Perform other related duties as requested or assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

#### **Education and Experience**

Associate degree or equivalent.

Successful completion of coursework required for the tutoring assignment.

Experience teaching, tutoring or as an instructional aide.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students; and of staff and students with physical and learning disabilities.

#### **Desirable Qualifications**

Experience with or training in AVID Socratic tutoring.

Experience in tutoring or teaching adults in the areas of Math, Chemistry, Biology, other sciences, English and writing.

Bilingual: Spanish/ English.

#### **Personal**

Ability and desire to work effectively with students, staff and the general public and adapt to various teaching and learning styles.

Show initiative, poise, good judgment and tact.

Detail oriented.

Oriented in customer service.

Dependable in attendance and punctuality.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students; and of staff and students with physical and learning disabilities.

Flexible in assuming other assignments as the need arises.

#### **Knowledge of**

Familiarity with college writing style guides (ie. APA, MLA) and how to identify plagiarism.

Basic record keeping for tracking and recording student progress.

Assigned subject matter.

Computer assisted instructional programs.

Study skills, tutoring cycle, adult learning styles and theory, goals setting and time management.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Effective methods of working with the public.

Effective written and oral skills.

Computer and iPad applications such as Word, Excel, e-mail and internet browsers.

Basic filing methods.

Organizational and prioritization skills.

## **Ability to**

Tutor in assigned subject matter.

Apply the tutoring cycle and adult learning theory.

Adapt to changes.

Access information in various formats.

Maintain confidential student files and materials in a sensitive and respectful manner.

Meet the general public, students, faculty and staff members cordially and effectively.

Enter and retrieve computer information accurately and in a timely manner.

Use or learn to use up-to-date computer technology.

Maintain detailed records and keep current, accurate and in order.

Follow both oral and written directions accurately.

Organize work in a multitasking environment.

Effectively communicate with students, faculty and colleagues.

## **WORKING CONDITIONS**

Work is generally performed indoors.

Assignments are typically 19 hours per week, 9 months per year.

May require evening, extra hours, holiday or weekend hours throughout the year.

## **Physical Requirements**

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person, computer or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

*Reasonable accommodations will be made for candidates and employees with physical disabilities*

## **Environment**

Work is generally performed in a learning lab setting in a community college campus environment serving a diverse student population with an emphasis on student success.

## **Supervision**

Direct supervision is received from the Pre-Collegiate Success Coordinator. Work direction may be given to student workers. No supervision is exercised. May take or give work direction on projects as assigned.