



**Classification Title: Tutor**

<b>Department:</b>	Tutoring	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	17
<b>Supervision Received From:</b>	Manager, Tutoring Services	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	General Supervision	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Provides academic tutoring services to students in individual and group settings; explains course material, clarifies problems and processes, and uses other learning resources and techniques to assist students in becoming independent learners.

**DISTINGUISHING CHARACTERISTICS.**

The Tutor is distinguished from Tutoring/Proctoring Assistant by the former's responsibility for tutoring to enhance student learning.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides academic tutoring services in single or multiple subjects to individual students or to groups of students by appointment or on a walk-in basis; provides individual or group tutoring in a virtual learning environment; asks questions to evaluate students' learning issues and needs and to determine appropriate courses of action to enhance their learning skills and techniques.
2. Provides supplemental instruction consistent with faculty curriculum and instructional materials; drafts materials and handouts for use in an assigned instructional session.
3. Provides clarification of course and assignment content; aids students in developing and applying problem-solving techniques appropriate to course content; uses a variety of learning resources and professional tutoring techniques to support students in the learning process.
4. Presents study skills workshops to groups of students.
5. Monitors and assesses student progress; provides feedback to faculty on issues and concerns if student progress is not being observed and may recommend assessment or other steps to address these issues for faculty consideration; meets with faculty members periodically to learn about new course materials and instructional guidelines.
6. Maintains records of student visits and hours in the tutoring center.

**Marginal Functions:**

1. Assists in training, mentoring and reviewing the work of new student tutors.
2. Proctors tests as requested by faculty.

3. Provides clerical support in the assigned tutoring center as needed.
4. Performs related duties and responsibilities as required.

### **QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** One year of increasingly responsible tutoring experience in an educational setting.

**Education/Training:** Equivalent to an associate's degree from an accredited college or university with a minimum 3.0 grade point average in the assigned academic discipline.

### **Licenses/Certificates:**

Completion of a College Reading and Learning Association (CRLA) certified tutor training program by time of appointment.

### **Knowledge of:**

1. Study and learning techniques and strategies applicable to assigned subject matter for students at varying levels of English and subject matter proficiency.
2. Instructional support and tutorial techniques and methods applicable to a diverse range of students including those with physical, emotional and learning disabilities.
3. Tutorial methods appropriate for use in a multi-subject, group tutoring environment.
4. Sources of learning materials to address a range of student learning issues in designated subject matter.
5. Advanced principles and concepts in the educational subject(s) in which tutoring is performed.
6. Modern office practices, procedures and equipment including computers and applicable software programs.
7. Principles and practices of sound business communication including correct English usage, spelling, grammar and punctuation.

### **Skill in:**

1. Evaluating student learning needs and developing appropriate tutoring strategies to enhance student learning.
2. Conveying understanding and empathy for students' learning issues and challenges.
3. Explaining course materials and concepts clearly and at a level and in a manner that accurately conveys information and supports students in reaching their educational goals.
4. Tutoring students with a variety of learning needs both individually and in groups involving either single or multiple subjects.
5. Working online with students on a daily basis.
6. Inserting still pictures, video, portable document format (PDF) documents and links to an online environment.
7. Coordinating tutoring activities with other educational departments and higher-level staff.
8. Communicating clearly and effectively, orally and in writing.
9. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

10. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works in a tutoring center environment where the noise level is quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods of time.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.