

# CLASSIFICATION SPECIFICATION

## Peer Tutor

PT Class Code: 4999    Pay Grade: C 01    FLSA: Non-Exempt    Rev. 11/11/15

**SUMMARY STATEMENT:** Incumbent are student who tutor their peers to reinforce classroom instruction.

### **NATURE AND SCOPE:**

Under the direction of the Dean, course Instructor, or other person assigned to coordinate tutoring, incumbents are students who tutor their peers (other students) needing reinforcement of classroom learning activities in basic, pre-tech/developmental, and/or catalog courses.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Provides tutoring to a peer (other student) as assigned.
2. Records a general description of information covered with student following each tutoring session.
3. Records student's academic progress utilizing format prescribed by supervisor.
4. Arranges tutoring sessions to accommodate the availability of both the student and incumbent.
5. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of course subject matter in which the peer (student) is to be tutored.
- ◇ Knowledge of learning resources and teaching methods.
- ◇ Knowledge of various types of academic assessment tools.
- ◇ Basic keyboarding skills.
- ◇ Ability to communicate effectively, both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED.