

CLASSIFICATION SPECIFICATION

Tutoring Specialist

FT/PT Class Code: 3035, 3535 Pay Grade: B/C 11 FLSA: Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent tutors a target population of high school students, individually and/or in groups, to facilitate students' academic development and assure access to a post-secondary institution.

NATURE AND SCOPE:

Class incumbent typically handles an ongoing case load of program participants by facilitating their academic development through the writing of academic assessments, drafting of Individualized Educational Plan (IEP's) on each program participant, tutoring of such high school subjects as English, Spanish, and Math, and offering alternate study methods. Incumbent performs academic assessments. In conjunction with supervisor, makes adjustments to IEPs when necessary.

PRINCIPAL ACCOUNTABILITIES FOR LABORATORIES:

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

1. Tutors program participants, primarily on a one-to-one basis, in such courses as English or math. Schedules tutoring sessions in consideration of the needs and availability of student(s). Offers alternative student methods.
2. Conducts SAT/ACT reviews.
3. Performs academic assessments.
4. Drafts Individualized Education Plans for each program participant based on academic assessment of student records, report cards, etc.
5. Makes recommendations on adjustments to IEPs based on reviews of report cards, calculation of GPAs, etc. to determine any areas of academic deficiency.
6. Participates in program activities, e.g. workshops, field trips, etc.
7. Follows-up on graduates to ensure their continued status as college students and record their progress. .
8. Maintains accurate information/files on program participants, e.g. attendance, tutoring activity, etc.
9. Establishes and maintains open communication with instructors and counselors within the assigned area.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◇ Knowledge of teaching methods and techniques.
- ◇ Knowledge of College policies and procedures.
- ◇ Knowledge of computers.
- ◇ Knowledge of supervision.
- ◇ Good oral and written communication skills.
- ◇ Effective interpersonal skills.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to maintain, track and tabulate data.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.