CLASS SPECIFICATIONS

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 within the job.

DEFINITION

To perform duties related to providing academic tutoring in an individualized, group or virtual setting to Palomar College students in community-based learning programs; assist with the coordination of special groups; conduct Supplemental Instruction sessions and oversee the activities and tasks of assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Tutorial Services Coordinator.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Perform duties related to providing academic tutoring in an individualized, group or virtual setting to students enrolled in community-based learning programs.

2. Provide guidance and assistance to students requiring tutorial services; evaluate student needs and develop appropriate course of action.

3. Maintains records and data to monitor and evaluate participant progress; administers tests and consults with educational departments and instructors.

4. Coordinate and schedule the activities of short-term assigned personnel and oversee the completion of tasks.

5. Plans lessons and assignments using relevant resources.

6. Provides information to higher level staff and makes recommendations for program changes and improvements.

7. Drafts materials and handouts to be used within an assigned instructional session.

8. Present study skills workshops to small and large groups of students.

9. Attend and participate in a variety of learning seminars and meetings; stay abreast of new practices and methods within the field of tutoring.

10. Perform related duties and responsibilities as required.

11. Provide clerical support to the staff of the Tutorial Center as needed.
QUALIFICATIONS

Knowledge of:

- Basic operations, services and goals of a tutorial program.
- Methods and techniques used in assessment and evaluation.
- Appropriate instructional materials used in supervised tutoring.
- Advanced concepts and methods of an assigned educational area specialty.
- Community-based learning programs.
- Principles and procedures of recordkeeping.
- English usage, spelling, grammar and punctuation.
- Computers and applicable software.
- Interpersonal skills and communication techniques.

Ability to:

- Perform a variety of functions related to providing tutoring services to enrolled students.
- Evaluate and assess student needs and develop appropriate course of action.
- Tutor individually, in group or in virtual settings.
- Plan, develop and implement appropriate learning curriculum as required.
- Coordinate tutoring activities with other educational departments and higher level staff.
- Assign and coordinate the work of short-term tutorial student staff.
- Maintain and update recordkeeping data and reports.
- Operate a variety of office equipment including computers and applicable software.
- Prepare clear and concise material and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

One year of increasingly responsible tutoring experience.

Education/Training:

Equivalent to the completion of the twelfth grade in addition to a minimum of a 3.0 GPA with the assigned educational specialty area.

License or Certificate:

Possession of an appropriate valid Basic Tutor Training certificate. Possession of an appropriate valid Supplemental Instruction certificate.
WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.