PALOMAR COMMUNITY COLLEGE DISTRICT

TUTORIAL ASSISTANT

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 provide a wide variety of tutorial assistance at the Tutoring Centers including screening and registering students for tutorial services, maintaining student tutorial records and coordinating the use of various space for tutoring services in the Center; to serve as a Certified Supplemental Instruction Leader for the Supplemental Instruction program; and to perform various clerical functions relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

 Receives general supervision from the Coordinator, Tutoring Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Receive, screen and register students for tutorial services; enter student information and specific needs into the computer; maintain accurate and complete student tutorial records and files.

2. Coordinate the use of space in the Tutoring Centers for tutoring services; organize conferences, seminars and tutorial events.

3. Promote and coordinate specific tutorial services and activities; prepare marketing material including flyers, pamphlets, brochures and schedules.

4. Serve as a Certified Supplemental Instruction Leader for the Supplemental Instruction program; attend selected math, English, and other classes; provide tutorial assistance and facilitate learning between students and peer groups.

5. Observe various supplemental instruction program activities and monitor the success of the program; make recommendations for program improvements.

6. Provide assistance in processing payroll; receive time cards from tutors and prepare staff time sheets; forward payroll information to higher level staff.

7. Perform a variety of routine clerical functions in support of the Tutoring Center; receive and respond to phone calls; type various forms, memos and correspondence; order office supplies; operate various office machines including a copier, computer and typewriter.
8. Attend and participate in various learning seminars and meetings; stay abreast of new trends in the field of student tutoring.

9. Ensure adherence to established rules and procedures during the absence of supervisory staff.

**Marginal Functions:**

1. Provide volunteer assistance for a variety of special projects and events.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic operations and services of a tutorial services program.
Methods and techniques used to assess student tutoring needs.
Basic instructional and tutorial techniques.
Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Principles and procedures of financial record keeping and reporting.
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Provide responsible assistance supporting Tutoring Center operations.
Provide tutorial assistance to students and peer groups.
Serve as a Certified Supplemental Instruction Leader.
Monitor program operations and make recommendations for improved service.
Perform a variety of clerical functions.
Respond to requests and inquiries from students.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and 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 office experience including data entry and customer service is desirable.

**Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training in tutoring or a related field is desirable.
WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens; extensive contact with students.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.