TUTORING/PROCTORING 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 coordinate and perform exam administration and proctoring duties; to coordinate the tutoring program for a department; to register students for tutoring services; to track and maintain student tutorial records and files and prepare usage reports; to provide academic tutoring in an individualized, group or virtual setting to Palomar College students in community-based learning programs; to conduct Supplemental Instruction sessions; and to oversee the activities and tasks of assigned short-term, volunteer or student staff.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Tutorial Services Coordinator.

This position may exercise functional and procedural supervision over short-term, volunteer or student staff, and/or serve as a lead to proctors and tutors.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Administer, coordinate and participate in proctoring group and individual testing sessions; ensure that tests are administered fairly and uniformly and materials are appropriately distributed to each student; verify student identity; monitor students during testing to ensure they are following directions, performing required tasks and not sharing answers; review and uphold test center regulations and faculty or departmental testing requests; maintain testing environment and test security.

2. Receive, log and file tests from faculty; return completed tests to faculty in a secure manner.

3. Review guidelines, policies and instructions related to tests; assist students in interpreting test instructions.

4. Provide information and serve as a liaison to District faculty, students and staff regarding District tutoring and proctoring services; provide information to students regarding test availability, testing policies and procedures and hours of service.

5. Meet with faculty and other personnel to develop and implement testing procedures and policies and resolve testing issues as they arise; report testing irregularities to Center coordinator and faculty.
6. Follow appropriate procedures to provide accommodations for students with disabilities and
students identified as having limited English proficiency.

7. Coordinate the tutoring program for an assigned department; register students for tutoring services; 
monitor tutoring sessions and time limits; train, oversee and monitor the work of short-term, 
volunteer or student staff.; coordinate the use of office space for tutoring and proctoring; research 
and prepare usage reports for tutoring and proctoring services.

8. Provide academic tutoring in an individualized, group or virtual setting to students enrolled in 
community-based learning programs; plan lessons and assignments using relevant resources; draft 
materials and handouts to be used within an assigned instructional session.

9. Provide guidance and assistance to students requiring tutorial services; evaluate student needs 
and develop appropriate course of action; track and maintain student records and files; monitor and 
evaluate participant progress.

10. Present study skills workshops to students.

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

12. Provide clerical support to the staff of the Tutorial Center as needed; perform data entry; maintain 
testing records, files and reports.

Marginal Functions:

1. Provide information to higher-level staff and make recommendations for program changes and 
improvements.

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

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Basic operations, services and goals of a tutorial program.
2. Principles and practices of test administration and proctoring.
3. Methods and techniques used in assessing and evaluating student progress.
4. Appropriate instructional materials used in tutoring.
5. Community-based learning programs.
6. Practices, principles, and procedures for developing and maintaining filing systems and 
recordkeeping.
7. Correct English usage, spelling, grammar and punctuation.

Ability to:

1. Administer and proctor exams to students in a fair and uniform manner.
2. Maintain the security of testing materials and the testing environment.
3. Perform a variety of functions related to providing tutoring services to enrolled students.
4. Evaluate and assess student needs and develop appropriate course of action.
5. Tutor individually, in group or in virtual settings.
6. Plan lessons and assignments and implement appropriate learning curriculum.
7. Coordinate tutoring activities with other educational departments and higher level staff.
8. Assign and coordinate the work of short-term, volunteer or student staff.
9. Maintain and update data and reports.
10. Operate a variety of office equipment including computers and applicable software.
11. Prepare clear and concise material and reports.
12. Communicate clearly and concisely, both orally and in writing.
13. 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 supplemented by college-level coursework in education or a related field.

License or Certificate:

Possession of an appropriate valid Basic Tutor Training certificate is desirable. Possession of an appropriate valid Supplemental Instruction certificate is desirable.

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.