

# Description of ESL Tutor Duties and Qualifications

## Summary Description

At present, ESL tutors are temporary, part-time employees who work with individuals and small groups of students in specific courses or in academic skill areas (e.g. reading, writing, grammar, pronunciation, etc.). Tutors may work directly with particular instructors as well, offering support to a class as a whole or to individuals needing extra help to keep up and to go further.

In addition to direct contact with students, ESL tutors are expected to complete and maintain tutor records as directed and to maintain the confidentiality of all student-related information. On-going participation in tutor training sessions is necessary for continued employment with the ESL Tutor Program. Tutors may also be asked to complete work-related projects as requested by their supervisor.

## Qualifications

An ESL tutor should possess the following qualifications:

Interest in:

1. helping others to succeed
2. learning more about language
3. learning more about the different cultures from around the world

Experience in:

1. working with people from diverse cultures
2. trying to learn another language
3. teaching or tutoring adult ESL learners

Ability to:

1. communicate clearly and concisely, both orally and in writing
2. recognize variations in student backgrounds, abilities, and learning styles
3. interact in a friendly and patient manner with students from different cultural backgrounds, students of all levels of language proficiency, and students who may have disabilities
4. present standard American English language clearly and serve as a linguistic model for students
5. talk in front of a large group
6. communicate effectively with students by articulating clearly, selecting vocabulary, and assessing comprehension by varying methods
7. tutor all language skills areas
8. explain grammar in an easy-to-understand way without overwhelming tutees
9. respond to student writing both holistically and analytically
10. listen actively and effectively in order to identify and solve problems, facilitate learning for students, and build student confidence
11. help/guide students without doing the work for them

12. acquire deeper understanding of both course material and tutoring techniques and be open to new ideas on how to help students
13. operate office equipment including computers, data projector, and printer and supporting word processing, spreadsheet, database management, network management, desktop publishing, and Internet navigation applications
14. adapt to changing technologies and learn functionality of new equipment and systems
15. work independently and collaboratively
16. perform general clerical functions including maintaining accurate records and compiling information and statistics
17. plan and organize work to meet changing priorities and deadlines
18. learn and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures
19. establish and maintain rapport, credibility, and working relationships with those contacted in the course of work and be a role model for students
20. articulate clearly the information listed in the "Knowledge of" section below

Knowledge of:

1. correct pronunciation
2. parts of speech
3. noun morphology
4. verb morphology
5. subject / verbs agreement
6. rules for basic verb tenses
7. basic writing conventions
8. coordination and subordination
9. fragments, comma splices, and fused sentences
10. punctuation marks
11. confusing words
12. spelling errors
13. topic sentences; thesis statements; introduction/body/conclusion paragraphs
14. rhetorical modes
15. writing processes
16. writing evaluation standards and techniques
17. vocabulary and language expression
18. computer-aided instruction techniques
19. Teaching English to Speakers of Other Languages (TESOL) methodology
20. office procedures, methods, and equipment including applicable software applications such as word processing, desktop publishing, spreadsheets, and database management