

**CONTRACT CLASS TUTOR I**

**DEFINITION**

To provide adult students and instructors with assistance in specific subject areas by using a variety of educational methods that enhance and augment learning at locations off and/or on campus.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in positions are assigned to a contract education class(es) that are primarily off-campus at industry/business locations in the area. Contract Class Tutor I must have specific knowledge in a given subject area, possess general clerical skills and be capable of traveling to off-campus locations to provide tutorial assistance. Incumbents are assigned to work with an instructor(s) and adult students in a given subject area.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a contract education manager and/or a Contract Class Tutor II.

May receive technical or functional supervision from an instructor or other higher level department staff member.

**EXAMPLES OF DUTIES**

Assist students in specific classroom assignments relating to contract education classes.

Clarify instructor, textbook, and industry-specific directions.

Assist instructor in developing the abilities of students to recognize and strive for quality work, some which may be job-related.

Explains work assignments to students as necessary.

Monitors classrooms during examinations and study periods.

Provides individual attention for students as needed at locations and times determined to be most convenient by the students.

Interprets course objectives and procedures for students; assists instructor in interpreting industry/business educational requirements.

Instructs students in the proper care and operation of classroom equipment as needed.

Assists instructors by proofreading, correcting, and evaluating assignments.

Plans and prepares handouts and supplementary classroom materials.

Help to prepare paperwork for supply requisitions.

(Over)

Participate in compiling class statistical and evaluation documentation for Contract Education Office.

May perform a variety of general clerical duties, such as, taking attendance, typing, duplicating and assembling tests and tallying class surveys.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**Knowledge of:

Principles, methods, and procedures of instructing and providing learning opportunities to students (i.e. adult pedagogy).

Fundamentals of economic development and contract education in community colleges.

Basic knowledge of the business environment/culture.

Principles of the subject matter of the department to which assigned.

English usage, vocabulary, grammar, and spelling.

Office methods, supplies, and equipment.

Skill to:

Speak and write effectively.

Operate a variety of classroom instructional equipment.

Perform a variety of general clerical tasks.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships with instructional and contract education staff, and adult students.

Travel to on-site locations at times/days which will vary.

Experience:

One year of experience working with adult students in the general area of tutoring or classroom assistance, preferably in a community college.