

CONTRACT CLASS TUTOR II

DEFINITION

To perform a wide variety of responsible instructional assistance and support tasks to adult students and instructors using a variety of educational methods that enhance and augment learning at locations off and/or on campus.

DISTINGUISHING CHARACTERISTICS

Assigned to contract education class(es), incumbents will perform a broad range of instructional support activities at locations primarily off-campus at industry/business sites in the area. Contract Class Tutor II are assigned related duties in the assistance and support of adult students and classroom instructor(s) or other contract education personnel. Specific tasks will vary depending upon the subject area and discipline to which assigned. Work is performed within a framework of established procedures which may not require the physical presence of the instructor. Incumbent must possess adequate clerical skills for recordkeeping and be capable of traveling to off-campus locations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a contract education manager or other higher level department staff member. Technical and functional supervision may be provided from an instructor(s) or other certificated staff member.

Assignments may include the technical and functional supervision of Contract Class Tutors I.

EXAMPLES OF DUTIES

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

Monitor individual progress of students and discuss problems and improvements with instructor.

Provide students with assistance and training in the operation of various laboratory and classroom equipment, materials and machinery.

Advise students on improved study methods; explain concepts, principles, and terminology to students as needed, some may be job-related.

Suggest appropriate learning materials to be used by students, in accordance with instructor's approval and business requirements; provide basic tutoring at locations and times determined to be most convenient by the students.

Assist in conducting and administering classroom and laboratory assignments, exercises and tests under the direction of an instructor(s).

Prepare, operate, and maintain laboratory testing and instructional equipment and supplies; may operate word processor and/or microcomputer.

Assist in the administration and scoring of tests, examinations, and practicals.

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

Develop and maintain records, logs, files and statistical information as assigned.

Assist in the preparation of instructional materials and study aids to be used by students or faculty in classroom, laboratory and individual study situations; perform duplicating duties as necessary.

Maintain attendance and enrollment records of assigned class or laboratory.

May be required to plan, coordinate and schedule events, activities, shows, displays and related demonstrations.

Participate in selecting, training and supervising Contract Class Tutors I.

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 business environments/culture.

Administration, scoring, and interpretation of exams and practicals in the subject matter area or discipline to which assigned.

Modern office and laboratory equipment used in an educational setting.

Methods and procedures used in standard record keeping and statistical compilation.

Classroom and laboratory procedures and rules of conduct.

Skill to:

Perform a variety of instructional assistance and support functions within specific subject matter area or discipline.

Prepare and maintain accurate and up-to-date records, files and other documentation for contract education class.

Communicate effectively and tactfully in both oral and written form.

Understand and carry out both oral and written directions.

Learn and impart classroom laboratory procedures to students; when possible relate procedures to job-related tasks.

Work with a significant degree of independence and good judgment.

Organize work and set priorities.

Supervise and train Contract Class Tutors I, as assigned.

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

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

Experience:

Two years of work experience instructing, tutoring or assisting in the instruction or tutoring of adult students in the subject area or discipline to which assigned, or equivalent to completion of an Associate of Arts degree in the subject area or discipline to which assigned.