

**Contra Costa Community College District
Classification Specification**

TUTORING SERVICES COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Paraprofessional	Local 1	76	10/01/07	Classified	1 of 2

DEFINITION: The Tutoring Services Coordinator, under supervision from a Dean, oversees the coordination of tutoring services across campus and the tutors in the Tutoring Center which is devoted to assigned subject areas.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Oversee and coordinate the daily operation and services of a tutoring center or lab.
- Coordinates with faculty to select student tutors; mentors, schedules work assignments, supervises and evaluates student tutors.
- Maintains files and resource material for tutoring; compiles procedure manuals.
- Trains tutors in coordination with faculty design and conducts regular tutor training program.
- Provides faculty outreach by meeting with faculty to become familiar with course content and expectation for student success.
- Develops delivery modes to complement academic instruction delivery; develops and implement a comprehensive tutoring service plan; coordinates the assessment of the effectiveness of all campus tutoring services.
- Develops a database and model to assess the tutoring program effectiveness.
- Develops and implements college-wide information and referral programs including web pages to inform both students and faculty of tutoring services; works with the college marketing department to advertise and provide outreach.
- Works with Dean to develop and monitor budgets for the Tutoring Center and for other tutoring labs on campus.
- Maintains tutoring services records to assure optimum qualification of labs for non-credit FTES apportionment.
- Works with Student Life Office to recruit at-risk youths.
- Works with faculty to measure the contribution of tutoring services to student success and satisfaction.
- May attend Tutoring Coordinator Working Group or Faculty Senate Tutoring Program Advisory Committee meetings.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Learning theories; standard and specialized educational and business software; methods of gathering and presenting general statistical and technical data; budget development and tracking; business report writing.

Ability To: Effectively coordinate the gathering, compiling and interpretation of complex procedures, policies, and statistics; prepare clear, concise and complete reports; exercise initiative and ingenuity in obtaining information and in coordinating standardized practices, and in building collaborative working groups; establish and maintain effective working relationships with staff, students and the public.

Education/Training: Master's degree from an accredited college in a discipline in which tutoring is provided at the college or in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

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Experience: Experience performing professional level data gathering and analysis and overseeing of major projects.

Adopted: 10/01/07