

CLASSROOM TUTOR I

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	Unrepresented	39	09/14/17	Classified Hourly	1 of 2

DEFINITION

To provide 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

Classroom Tutor I - Positions in this classification 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. Employees are assigned to work with an instructor(s) and students in a given subject area. Positions at this level usually exercise less independent discretion and judgement than that of a Classroom Tutor II.

Classroom Tutor II – Employees in this position have experienced knowledge of a subject area and classroom procedures to independently assist students. Positions in this classification also provide training and direction to assigned staff on a regular basis.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assists students in specific classroom assignments.
- Clarifies instructor, textbook, and industry-specific directions.
- Assists 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.
- Conducts group and individualized tutoring sessions for students.
- Plans, schedules, and facilitates review sessions for exams as requested by course instructor.
- 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.
- Assists in the preparation of paperwork for supply requisitions.

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MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and applications of subject matter or discipline to which assigned.
- Principles, methods, and procedures of instructing and providing learning opportunities to students.
- Modern office and laboratory equipment used in an educational setting.
- Classroom and laboratory procedures and rules of conduct.
- English usage, grammar, spelling, punctuation and vocabulary.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Communicate effectively, both orally and in writing
- Operate a variety of classroom instructional equipment.
- Perform a variety of general clerical tasks.
- Understand and carry out oral and written directions.
- Travel to on-site locations at times/days which will vary.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

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

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent plus additional coursework in a field related to the area of assignment.

Adopted: 07/01/1991

Revised: 09/14/17