

CLASSROOM TUTOR II

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	Unrepresented	48	09/14/17	Classified Hourly	1 of 3

DEFINITION

To perform a wide variety of responsible instructional assistance and support tasks to students and instructors 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.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

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

- Assists students in specific classroom assignments.
- Monitors individual progress of students and discusses problems and improvements with instructor.
- Advises students on improved study methods; explains concepts, principles, and terminology to students as needed, some may be job-related.
- Conducts group and individualized tutoring sessions for students; determines what skill areas require additional assistance.
- Suggests appropriate learning materials to be used by students, in accordance with instructor's approval and business requirements.
- Assists in the administration and scoring of tests, examinations, and practicals.
- Interprets course objectives and procedures for students; assists instructor in interpreting industry/business educational requirements.
- Develops and maintain records, logs, files and statistical information as assigned.
- Assists in the preparation of study aids to be used by students; performs duplicating duties as necessary.
- Conducts workshops for students in area of expertise.
- Participates in the selection, training and direction of student assistants or other assigned staff.

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- Assists with tutorial program evaluation.
- Perform related duties as assigned.

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.
- 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.
- English usage, grammar, spelling, punctuation and vocabulary.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability 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.
- 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.
- Provide training and direction to other staff as assigned.
- Travel to on-site locations at times/days which will vary.
- Communicate effectively, both orally and in writing.
- 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

- Two (2) years of experience instructing, tutoring or assisting in the instruction or tutoring of students in the subject area or discipline to which assigned, or equivalent to completion of an Associate degree in the subject area or discipline to which assigned.



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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