

TUTORING CENTER SPECIALIST

OVERALL JOB PURPOSE STATEMENT:

Under the direction of the SIP Coordinator, the job of Tutoring Center Specialist is done for the purposes of planning, organizing and directing the operation and activities of the Tutoring Center; providing tutorial assistance to students; training parent and peer tutors; and performing a variety of clerical duties.

DISTINGUISHING CHARACTERISTICS

ESSENTIAL FUNCTIONS

- Plans, organizes and directs the day-to-day activities of the Tutoring Center (e.g. developing schedules, assigning tutors, etc.) for the purpose of ensuring that district objectives are achieved.
- Identifies the academic skills of students and tutors for the purpose of discussing competencies and deficiencies during conferences.
- Assists tutors in developing and implementing individualized instruction plans, lesson materials, instructional aides and displays for the purpose of enhancing student success.
- Tutors students individually or in groups for the purpose of assisting students in developing and improving basic skills and abilities.
- Recruits, screens and trains parent and peer tutors for the purpose of ensuring adequate staffing.
- Communicates with faculty and school staff for the purpose of explaining the purpose and function of the Tutoring Center.
- Performs a variety of responsible clerical duties (e.g. typing, filing, record keeping, etc.) for the purpose of organizing and maintaining Tutoring Center operations.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: correct English usage,

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grammar, spelling, punctuation and vocabulary, writing process, styles, syntax and sentence structure; and individualized and small group communication techniques.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: organizing and directing daily activities; communicating effectively both orally and in writing; working independently; establishing and maintaining cooperative and effective working relationships with others; maintaining records; preparing reports; providing training to tutoring staff; and identifying academic skills of students and/or tutors.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking and 30% standing. The job is performed under minimal temperature variations.

EXPERIENCE

Job related experience with increasing levels of responsibility is desired.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

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None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance TB Clearance