

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

TUTORING SPECIALIST

Salary Range 15

BASIC FUNCTION:

Under the direction of an assigned supervisor, provides a variety of specialized learning support services to students in designated Learning Center programs; trains and provides work direction to assigned students or volunteer tutors and other student and hourly employees; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Performs a variety of specialized learning support services to students in a designated Learning Center programs; explains and demonstrates concepts and creates or modifies materials as necessary; discusses and resolves employee and student problems, issues, and need. (E)
- Coordinates, schedules and administers tests, drills and other evaluation tools; determines appropriate skill level and recommends resources for improvement, including print, audio-visual, computer and tutorial resources. (E)
- Creates and maintains individual student files; inputs information into a database; updates student progress according to established procedures. (E)
- Supervises student or volunteer tutors and other student and hourly employees; schedules tutoring appointments to tutor availability; recruits, interviews and screens new tutors; trains tutors on computer hardware and software applications; maintains records of tutor work hours, payroll and related personnel files; evaluates tutors' performance; schedules training and tutoring; contacts tutees and tutors regarding absences or rescheduling. (E)
- Operates and maintains computers in the designated lab; troubleshoot program malfunctions; loads and unloads software; selects software in conjunction with the Learning Center Technician, faculty, and other personnel; assists students with computer operations as necessary. (E)
- Updates and tracks students' progress; confers with faculty and staff about how to better serve students. (E)
- Collects, analyzes, and interprets data regarding student attendance and tutorial programs; conducts database research and prepares reports to discuss with faculty and staff. (E)
- Develops and modifies flyers, forms, and documents for use in programs.
- Operates a variety of equipment related to the tutor center, including computers and software applications, web site, calculators, audio-visual equipment and others. (E)
- Designs program Web pages using established IT standards.
- Maintains current knowledge of tutoring and learning theory, instructional/software, Internet, video, conferencing, distance education, and multimedia equipment used in support and tutoring programs. (E)
- Orders, receives and stores supplies, materials and equipment; maintains inventories to assure adequate levels; prepares and maintains related records and reports.
- Provides students with a variety of college services and referrals as appropriate. (E)
- Coordinates with co-workers and faculty a marketing plan for the programs and the Learning Center.
- Tracks and projects budgets and operates programs accordingly and assist in seeking other funding sources.
- Assists in conducting professional student tutor training using established industry standards.
- Conducts programs specific workshops for students and tutors.
- Maintains work areas in a clean, safe and orderly condition.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level course work in one or more specific subject area and two years practical experience in area of specialization.

KNOWLEDGE OF:

Tutoring/learning theory and practice with adult learners.
Principles, practices, procedures and equipment of an assigned instructional support lab.
Providing care and security of equipment, materials and supplies.
Basic computer operations, maintenance, and repair.
Principles and practices of providing work direction and training.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies and objectives.
Technical aspects of an assigned subject area.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Develop and maintains effective working relationships.
To work effectively with minimal direction or supervision on a variety of tasks concurrently while meeting established deadlines and changing priorities.
Perform specialized and technical duties to assure efficient center operations.
Provide information and assistance to a diverse student and staff population.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Assure the care and security of equipment, materials and supplies.
Maintain learning equipment in proper working order.
Understand and follow oral and written directions.
Work independently with little direction.
Exercise judgment in complex matters.
Foster an environment that is sensitive to the needs of a diverse population.
Anticipate and adjust for fluctuations in workload, schedules, etc..
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Meet schedules and time lines and anticipate and adjust for fluctuations in workload and schedules, etc.
Organizes and assembles data.
Maintain records and prepare reports.
Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student workers and hourly workers.

CONTACTS: Co-workers, other departmental staff, faculty, students and members of the general public.

PHYSICAL EFFORT:

Primarily sedentary with intermittent light to moderate physical exertion
Occasional light lifting and carrying of objects weighing 25 pounds or less
Light to moderate repetitive use of hands, wrists and forearms while working on computer
Standing for extended periods of time.

WORKING CONDITIONS:

Indoor office classroom environment
Frequent to constant contact with and interruptions by individuals in person or via phone
Intermittent exposure to impatient students.

