

Classroom Tutor I

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.
- Collaborates with the instructor to develop students' abilities to identify and pursue quality work, including tasks that may be job-related applications.
- 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

Education/Experience

- Possession of a high school diploma/GED or the equivalent plus additional coursework in a field related to the area of assignment.
- One year of experience working with students in the general area of tutoring or classroom assistance, preferably in a community college.

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