CLASS TITLE: TEACHING TUTOR

General Description
Under direct supervision of the site Principal, the tutor will provide intensive and extensive tutorial services for K-12 youth. The tutor will also provide feedback to the supervisor regarding the progress of the student. This position is for a non-regular employee and is based on an hourly pay scale.

Certification and Education
Bachelor’s degree from an accredited college or university with major coursework in education and/or a related field; Master’s degree preferred; a valid California Single Subject Credential in the subject to be tutored or 30-day substitute credential.

Knowledge, Abilities and Experience
Ability to communicate in an interesting, informative and motivational manner; advanced skill in communicating, both written and orally with large and small audiences; skill in collecting and assembling data, preparing reports, monitoring progress, and analyzing data.

Duties and Responsibilities

ESSENTIAL DUTIES:
Attends Tutor Training and follows guidelines set forth by supervisor; tutors must commit to serve for one semester, two (2) hours per week; provides academic assistance to assigned students in the home, school, or the nearest library; responsible for maintaining records on each student; helps students develop positive attitudes toward learning and studying; helps students develop self-confidence, raise self-concept, and reduce anxiety or fear of failure in academic work; helps students develop a high level of motivation in academic areas; assists students in achieving a better understanding of specific subject material and improve academic capabilities in designated areas; assists students in developing the study skills necessary for academic success; establishes and maintains rapport with the assigned students and care providers; serves as a role model to students being served; assists in designing and implementing class cooperative projects; provides a copy of tutoring schedule to Foster Youth Services Liaison and advises when tutoring sessions are cancelled or rescheduled; provides evaluations and progress reports as requested by the supervisor.

Working Conditions
Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

Physical Demands
Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.
Environment
Duties are performed in a specialized classroom or office environment.

Approved: Philip J. Gordillo
Executive Director of Human Resources

Approved:
Revised: 2/8/2011, 6/14/2011 (Updated Working Conditions and Physical Demands)