CLASS TITLE: TUTOR II (AP 7130)

BASIC FUNCTION:

To tutor and assist students in academic achievement by meeting them on a regular basis to clarify learning problems and work on study skills.

REPRESENTATIVE DUTIES:

Meet with students on a one-on-one or small-group basis to give learning assistance. E

Help students with study strategies and techniques. E

Demonstrates knowledge within the specific academic area to which assigned in to work with students. E

Provides individualized tutoring sessions on basic skills and other academic course work. E

Provides other instructional support services as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques on best practices to assist students with subject content according to individual strengths.

Specific academic area to which assigned.

ABILITY TO:

Provide tutoring in all areas of study.
Communicate Instructional material effectively to students.
Establish good relationships with staff.
Work with a diverse population of students.

EDUCATION AND EXPERIENCE:

Satisfactory completion of college-level course work including units in area of tutoring assignment (i.e., Mathematics, English, Astronomy, etc.). Prior experience as tutor is preferred.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

Revised: June 2013