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	Job Code:	J1821
	Original Date:	04/2013
	Last Revision:	01/2024
	Staff Type:	Classified
	FLSA status:	Non-exempt
	Salary Range:	14

San Diego Community College District
CLASSIFICATION DESCRIPTION

<u>Title</u>: **Tutor, Senior**

<u>Unit</u>: **Office Technical**

DEFINITION

Under the direction of the department supervisor, provide academic tutoring services to a variety of individuals and groups; create and implement tutorial programs that guide and assist students with homework, problem solving, report writing and test preparation; provide proactive and ongoing student retention services to students needing assistance.

DISTINGUISHING CHARACTERISTICS

The Senior Tutor job classification is distinguished from similar non-academic, non-classified job titles in that positions that are assigned to the class of Senior Tutor provide support that requires advanced subject matter knowledge.

EXAMPLE OF DUTIES

1. Provide academic tutoring at an advanced level to a variety of individuals, groups and online; conduct supplemental instruction sessions.

2. Develop and maintain a variety of resource materials, including training manuals, handouts, online tutorials, worksheets, learning guides, and practice tests.

3. Maintain various schedules, including tutoring, training, computer lab, staff, faculty office hours, and events.

4. Perform administrative duties; maintain attendance records; answer telephones; provide information and assistance to students and faculty.

5. Provide orientation and training to other tutors; schedule tutoring sessions.

6. Provide proactive and ongoing student retention services to students needing assistance.

7. Evaluate student needs and develop appropriate course of action.

8. Administer tests and consult with educational departments and instructors.

10. Maintain records and data to monitor and assess students' progress.

11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
Advanced subject-matter expertise in the subject area of specialty.
Basic arithmetic.
Computer software involving word processing, spreadsheets and on-line programs.
Computer equipment and peripherals used to create educational material.
Correct English usage, spelling, grammar, punctuation and vocabulary.
District organization, operations, policies, and objectives.
General needs and behavior of students of various ethnic, racial and cultural backgrounds.

Instructional methods and techniques.
Multiple learning styles and related tutoring strategies.
Oral and written communications skills.
Principles and practices of work direction and training.
Record-keeping techniques.

Skills and Abilities:
Communicate effectively both orally and in writing.
Conduct supplemental instruction sessions.
Establish and maintain effective working relationships with others.
Explain work assignments to students.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Operate computers and relevant software.
Operate a variety of standard office equipment.
Oversee the activities and tasks of assigned personnel.
Plan and organize work and schedules.
Provide tutoring at an advanced level, including individual, group and online.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:
Any combination of training and experience equivalent to: completion of the twelfth grade in addition to two years of increasingly responsible tutoring experience and advanced subject matter expertise with a minimum of a 3.0 GPA in all completed, transfer level courses in the assigned educational specialty area.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves a classroom setting.

01/2024