

HIGHER EDUCATION TUTOR

KIND OF WORK

Para-professional mentoring and tutoring work.

NATURE AND PURPOSE

Under limited supervision, mentors and tutors high school/secondary school students who show academic potential, are first generation, or are from low income families. These positions provide educationally enriched experiences that introduce students to a college environment and prepare them academically for college or vocational training. They may have a large “mentoring” component, providing support and encouragement and participating in cultural and recreational activities. These positions may provide tutoring in math, writing, and computer skills as well as mentoring and supportive services to facilitate the academic development and personal growth of students; assist instructors as needed; maintain accurate records on students, students’ activities and tutoring sessions; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This class differs from the College Laboratory Assistant 1 and 2 in that it will work with high school students so content will be less complex; it will be more closely supervised with the supervisor determining the students’ academic needs and what the tutoring sessions should cover; and does not require specific training or experience at hire as does the CLA class which requires training or experience in specific disciplines

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assist students/participants with preparation of assignments to ensure students’ successful academic performance.

Assist students/participants with acquiring, understanding and using career/academic information to enhance students’ academic performance.

Assist students/participants with using program services and participate in activities (i.e. tutor training sessions) to enhance students success and retention in the program.

Assist instructors in the classroom and with other duties as assigned to ensure students’ academic needs are met.

Provide information for and assist the program director and advisor(s) with reviewing students/participants’ academic progress to ensure students/participants academic success.

Assist in planning special programs and events to enhance student/participant participation and retention in the program.

Assist in conducting ACT preparatory sessions to enhance students' successful performance.

Maintain accurate records on students, tutoring sessions, activities, etc. to ensure recordkeeping is easily accessible and reporting can be done in a timely manner.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

High school coursework in math, writing, and computer skills.

Human relation skills sufficient to establish mentoring relationships with students.

Ability to:

Communicate orally with students and instructors through discussions.

Provide remedial tutoring in academic areas such as math, writing, or computer skills.

Work with students who are non-traditional students, e.g., students from low-income families, ESL students, single parents, students with learning and/or physical disabilities

Understand student development needs.

Develop creative alternatives for meeting students' differing learning needs or overcoming resource obstacles.

Maintain documentation and records using manual and computer processes.

Follow program policies and procedures.

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TC: N/A
Former Title(s): N/A