

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: TUTOR**

**RANGE: 14**

### **BASIC FUNCTION:**

Under the direction of an assigned Principal, Student Programs, provide remedial tutoring in small groups or individually in various subject areas; administer and score a variety of assessment tests; prepare students to receive their GED.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Assist an individual or small group of students in a variety of subjects such as reading, basic math, writing skills and vocational skills; assist English Language Learner (ELL) students with English language acquisition; monitor students to assure understanding of material being presented; answer student questions.

Schedule, administer and score a variety of assessment tests including high school competency tests, GED practice tests and others; tabulate and interpret test scores; review a variety of practice examinations; explain results; assist students in the enhancement of test scores and performance.

Review and record student assignments; explain a variety of concepts, techniques and ideas related to assigned subject area; assist students in understanding instructional materials; prepare, administer and correct papers for students.

Take student attendance; maintain files and records related to students and other assigned activities; prepare reports as assigned; maintain lists of GED candidates.

Monitor student progress and discuss related issues with appropriate teaching or program staff; provide community resource information to eligible transitional students.

Issue books and materials as needed; update forms and class materials.

Perform a variety of clerical activities as assigned including answering telephones, retrieving mail, duplicating materials, decorating bulletin boards, and filing.

Conduct tours and deliver program information to new substitutes.

Operate a variety of instructional equipment including a computer and assigned software; input student information into appropriate database.

Communicate with a variety of personnel and outside organizations to coordinate activities, exchange information and resolve issues or concerns.

Attend various meetings and assemblies related to assigned activities; participate on assigned

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committees.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second language.

High school curriculum texts, requirements for graduation and GED regulations.

Basic subjects taught in local schools including grammar, spelling, language and reading.

Applicable laws, rules, regulations, protocols, policies and procedures related to assigned activities.

Instructional methods and techniques.

Community resources.

Basic behavior management techniques.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Assist students in the learning process.

Provide tutoring in a variety of subject areas.

Demonstrate proper English grammar, punctuation, sentence structure and vocabulary.

Prepare students to receive their GED.

Establish and maintain cooperative and effective working relationships with others.

Administer various assessment tests.

Understand the needs of multi-cultural students.

Assess student progress and development.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Operate a computer and other standard office equipment.

Plan and organize work.

Understand security issues of correctional facility.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree and two years instructional assistant or tutorial experience working with students in various subject areas.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to assist students.