

JOB DESCRIPTION



Position Title: English Tutor

Department: Student Development

Employment Category: Non-Exempt Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Non-Exempt
Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE06

Position Summary: The English Tutor is responsible for providing English tutoring services, guiding students and assisting them with a range of English academic activities, including essay writing, critical reading, research methods, problem solving, test preparation and homework and for facilitating student learning and understanding in accordance with the philosophy and mission of the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Tutors students individually or in scheduled group study sessions; providing writing assistance for a broad range of academic activities: essays, creative endeavors, research papers, and other assigned written work; may include reviewing class material and reading and discussing texts

Provides student support at all stages in the writing process from formulating ideas to revising; assists students with all levels of writing competency, including but not limited to, topic organization, outlining, grammar, punctuation, and style

Assists the Writing Lab Supervisor with peer tutor training and tutee workshops; collaborates with professional, senior, and peer tutors to maintain the integrity of the Tutoring and Learning Center; participates in assessment of the center

Participates in college-wide meetings, committees, training and events as required

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree in a related field, from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education.

Three years full-time, professional tutoring experience, preferably in a higher education setting

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

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Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Banner and DegreeWorks
Knowledge of tutoring processes and methods
Knowledge of tutorial/learning materials and instructional aides
Knowledge of English instruction, curriculum and program development
Skill in preparing instructional aids and plans
Skill in listening to issues, synthesizing information and reaching sound conclusions
Skill in dealing effectively with upset or anxious students
Skill in presenting ideas and concepts orally and in writing
Ability to assess and understand learning styles
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Writing Lab Supervisor

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.