

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TUTOR COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate tutoring activities to meet student needs; provide related liaison, recruitment and support services; coordinate and provide work direction and guidance to designated tutors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate tutoring activities and provide a variety of related support services to meet student needs; monitor and adjust tutoring activities in response to student needs and progress; resolve tutoring issues and conflicts in a proper and timely manner.

Provide work direction and guidance to tutors; coordinate work assignments and review work for compliance with established standards and procedures; prepare, compile and adjust tutoring schedules; review and verify accuracy of tutor time sheets.

Serve as a liaison between tutors, students, other departments and faculty concerning tutoring services and employees, respond to inquiries and provide information concerning tutoring programs, standards, requirements, policies and procedures.

Interview students and non-student applicants for tutor positions; review, verify and process tutor applications, resumes and related forms and paperwork as required; explain application process; provide input concerning tutor hires; hire, train, evaluate, and dismiss tutors according to established procedures; assign pay rates.

Tutor individual and small groups of students to provide assistance in completing homework assignments, preparing for tests and enhancing skills and knowledge as assigned by the position; assist students by answering questions, explaining concepts and providing general guidance.

Provide instructional and clerical support related to assigned tutoring activities; prepare, duplicate and file instructional materials; administer and monitor students during tests as assigned; grade tests and record results as required.

Communicate with College personnel, students and outside agencies to exchange information and resolve issues or concerns; answer telephones and assist callers as needed.

Compile information and prepare and maintain various records and reports related to tutors and assigned activities.

Monitor the tutoring budget as assigned; provide input concerning related expenditures; assist in

February 2014

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assuring expenditures do not exceed established limitations.

Operate a variety of standard office equipment including a copier, computer and assigned software.

Monitor the tutoring lab to assure smooth and efficient activities; schedule conference room use as assigned; maintain learning environment in a neat, clean and orderly condition.

Check books, videos and other instructional materials in and out to students according to established procedures as assigned; order tutoring and classroom supplies as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student guidance principles and practices.

Concepts, principles and application of assigned subject areas.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students.

Operation of standard office equipment including a computer and assigned software.

Oral and written communication skills.

Policies and objectives of assigned programs and activities.

Principles of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Coordinate tutoring activities and provide a variety of related support services to meet student needs.

Coordinate and provide work direction and guidance to designated tutors.

Serve as a liaison between tutors, students, other departments and faculty concerning tutoring services and employees.

Develop tutoring schedules and participate in recruitment activities.

Monitor and adjust tutoring activities in response to student needs and progress.

Tutor individual and small groups of students as assigned by the position.

Work independently with little direction.

Operate standard office equipment including a computer and assigned software.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and three years experience in an

February 2014

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educational, social service or related program.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and office work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Walking to monitor tutoring activities.