

# San Diego Community College District

## NANC JOB DESCRIPTION

Title: Tutor

Unit: Non-Academic/Non-Classified Service

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Job Code: N1850

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

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### **FUNCTION:**

Under the direction of an assigned supervisor or manager, provide academic tutoring services to a variety of individuals and groups and online; 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.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of assigned academic disciplines; basic arithmetic; correct English usage, spelling, grammar, punctuation, and vocabulary; general needs and behavior of students of various ethnic, racial, and cultural backgrounds; instructional methods and techniques; multiple learning styles and related tutoring strategies; record-keeping techniques; and standard office equipment, including computer hardware and software.

Ability to communicate effectively both orally and in writing, establish and maintain effective working relationships with others, evaluate and assess student needs, explain work assignments to students, maintain records and prepare reports, operate computers and applicable software, and provide tutoring to a variety of individuals and groups and online.

Completion of the twelfth grade with a minimum of a 3.0 GPA in the assigned discipline. Tutoring experience and sufficient subject matter expertise to perform the duties of the assignment.

### **TYPICAL DUTIES INCLUDE:**

- Provide academic tutoring to a variety of individuals and groups.
- Provide guidance and assistance to students requiring tutorial services.
- Evaluate student needs and develop appropriate course of action.
- Develop and maintain a variety of resource materials.
- Administer tests and consult with educational departments and instructors.
- Maintain records and data to monitor and assess students' progress.
- Teach students study skills, note-taking skills, and test-taking strategies.
- Provide clerical support to staff as needed.