



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Academic Tutor (Temporary) #4016

SALARY PLACEMENT: Short Term Hourly Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess a Bachelor of Arts Degree. Tutoring experience.

DESIRABLE EXPERIENCE:

Experience working in an educational setting. A valid California teaching credential.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to carry out oral and written directions; communicate effectively. Establish and maintain cooperative working relationships. Be flexible and receptive to change. Ability to connect and work with students of all ages and diverse backgrounds. Ability to read, understand, and explain materials related to the subject matter. Ability to adapt teaching methodologies based on student needs. Ability to motivate and encourage students to overcome barriers. Ability to increase students' understanding of academic subject matter. Proof of valid California driver's license and be eligible to drive under SJCOE driving requirements. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of management personnel, provide individual and group tutoring in assigned academic subject matter; works with students in a school or home setting to provide assistance with homework. Perform related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Provide individual and small group tutoring to students.
2. Assist with student assessment procedures and testing.
3. Assist with development of instructional activities to increase students' academic achievement.
4. Assist students with homework, projects, test preparation and other subject-related areas.
5. Assist with students' development of study and test-taking skills.
6. Assist with record-keeping documentation, such as attendance, progress testing, and grading.
7. Model a positive attitude about learning.
8. Operate office equipment, including computer terminal, scanner and printer.
9. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school or home setting.

2/5/2019 final sc