

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: TUTOR**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, aid students in the learning process; provide tutoring in a specific subject area, which may include limited or non-English speaking students.

**REPRESENTATIVE DUTIES:**

Assist an individual or small group of students in a specific subject area, which may include providing tutoring to limited or non-English speaking students; monitor students to assure understanding of material being presented; answer student questions. *E*

Assist students with learning essay writing skills; instruct students in proper sentence structure and English grammar. *E*

Review a variety of practice examinations; explain results. *E*

Take student attendance; maintain related records. *E*

Prepare a variety of tutoring handbooks. *E*

Operate a variety of instructional equipment including a computer. *E*

Attend various meetings and conferences related to assigned activities.

Assist in the selection of new tutors as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

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

English essay organization.

Basic instructional techniques.

Meet schedules and time lines.

Oral and written communication skills.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of instructional equipment including a computer.

**ABILITY TO:**

- Read, write, translate and interpret English and a designated second language.
- Demonstrate proper English grammar, punctuation, sentence structure and vocabulary.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Operate instructional equipment including a computer.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |

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|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>5</u> lbs.  |
| <u>1</u> | i. | Ability to carry <u>5</u> lbs.   |
| <u>2</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*