

JOB DESCRIPTION



Position Title: Math Tutor

Department: Student Development

Employment Category: Administrative Support

Primary Location: Sierra Vista Campus
District Wide

FLSA Classification: Exempt

Parameters: Full-time; 11 months/year

Pay Grade: AS09

Position Summary: The Math Tutor is responsible for providing math tutoring services, guiding students and assisting them with a range of mathematics activities, including reviewing math principles, solving math problems, providing counsel on test anxiety, assistance with 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; reviews mathematic principles, demonstrates solving math problems and review for tests; assists in developing math, study and academic skills; provides counsel on math and test anxiety

Provides student support for all math levels; collaborates with the Math Lab Supervisor to ensure all student tutoring needs are met; schedules tutoring appointments

Assists the Math 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 a regionally accredited institution 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.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

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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 math 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 multi-task and organize, prioritize, and follow multiple projects and 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: Math 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.