

# JOB DESCRIPTION



---

**Position Title:** English Tutor/Instructor

**Department:** Student Development

**Employment Category:** Administrative Support

**Primary Location:** District-wide  
Based on the Douglas Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 10 months/year

**Pay Grade:** AS11

---

**Position Summary:** The English Tutor/Instructor is responsible for providing English tutoring services and instruction, guiding students and assisting them with a range of academic activities, including essay writing, critical reading, and research methods, and for providing quality classroom instruction in English and related courses, facilitating student learning and understanding in accordance with the philosophy, mission, and policies and procedures 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 groups, providing writing assistance for a broad range of academic activities: essays, creative endeavors, research papers, and other assigned written work; provides students support at all stages in the writing process from formulating ideas to revising; assists students with all levels of writing competency, including but not limited to, topic organization, outlining, grammar, punctuation, and style; other assistance might include reviewing class material and reading and discussing texts; assists the Writing 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

Teaches assigned English courses; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Collaborates with English department chair, along with other faculty and instructional managers, to review and maintain the integrity of department curriculum; assists with classroom management; reviews and updates course outlines, textbooks, and course procedure sheets for assigned courses; facilitates instruction using alternative delivery methods; participates in assessment of student learning outcomes at the course, program, and general education levels

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.

# JOB DESCRIPTION



## **Education and Experience Requirements:**

Master's degree in English or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years of related 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

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 English instruction, curriculum and program development

Skill in preparing instructional aids and plans

Skill in supervisory practices and techniques

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, manual dexterity, 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

**REPORTABILITY:** Writing 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.