

JOB DESCRIPTION



Position Title: Math Tutor/Instructor

Department: Student Development Center

Employment Category: Administrative Support

Primary Location: District-wide
Based at the Douglas Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 10 months/year

Pay Grade: AS11

Position Summary: The Math Tutor/Instructor is responsible for providing academic math tutoring services, guiding and assisting students with homework, problem solving and test preparation and for providing quality classroom instruction in developmental math and related courses as a professional, 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 to review principles, solve problems, and review for tests; assists students to develop math, study, and other academic skills; provides counsel on math and test anxiety concerns

Teaches Mathematics related courses when assigned; 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 the math 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

Maintains written instructional standards in accordance with college policies and procedures; informs students, in writing, of instructional standards; establishes, maintains, and submits accurate student and instructional records in a timely manner; posts and maintains office hours as required

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.

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Education and Experience Requirements:

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

Preferred Qualifications:

Two years of related experience, preferably in higher education setting
Successful tutoring experience, preferably at a community college
Experience with use of technology in lecture and lab settings is preferred

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
Knowledge of web conferencing platforms and learning management systems for online tutoring and course management
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 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 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

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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.