



JOB DESCRIPTION

JOB TITLE: CTE Writing Tutor
Perkins Career and Technical Education Program (CTE)

REPORTS TO: Director, Student Support Services

CLASSIFICATION: Part-Time Grant \$ 12.00 per hour 18 hours per week

SUMMARY:

Provide tutorial assistance and resource access to Career and Technical Education students enrolled in occupationally specific programs, in order to improve performance standards

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be available to provide tutorial assistance to CTE students during scheduled hours.

Enhance GPA and successful program completion among CTE students by making appropriate referrals and assisting in the use of available supplemental services and resources offered by the Academic Support Services division. Proctor make-up tests for CTE students.

Assist CTE students in writing research papers, homework assignments, portfolio assignments, or any project assigned in class.

Collaborate with the Learning Lab staff to provide computer-based tutorial assistance as needed.

Correlate tutorial assistance for CTE special needs students with the Supportive Services Office. Meet with the Special Populations Facilitator to utilize adaptive resources or auxiliary aids during tutorial sessions for students with physical and/or cognitive challenges.

Attend professional development as deemed necessary by the Director of Student Support Services.

Provide information to the Director of Student Support Services as needed to satisfy Perkins local plan objectives

Maintain a Perkins Daily Service Provider log that lists the students served, the services provided, and the time spent to provide such services.

Provide timely submission of time card, as validation of hours worked, for compliance with Perkins Local Plan.

Perform other Perkins CTE related duties as necessary.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Bachelor degree in tutorial subject field required

Two or more years experience with postsecondary special populations students, preferred

Knowledge of:

College policies and procedures.

Ability to:

Communicate effectively verbally and in writing.

Operate a PC and related software.

Maintain effective working relationships with other people.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Grant Position – CTE Tutor

Non-Exempt

July 2017