VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TUTORIAL SERVICES SPECIALIST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, coordinate, and direct tutorial services at an assigned college.

REPRESENTATIVE DUTIES:

Coordinate tutorial services with all college areas; coordinate with faculty to identify tutoring needs for each discipline. *E*

Interview, assess needs, and schedule students requesting tutorial services. *E*

Recruit, train, and provide work direction to tutors and student assistants; schedule hours and monitor performance; prepare and process payroll and other related records. *E*

Coordinate communication between students and tutors, faculty and tutors, and tutorial services and other departments. *E*

Perform tutorial outreach services to disseminate information regarding tutorial services; promote tutorial services by speaking at various meetings and preparing brochures, pamphlets, posters, and other literature. *E*

Monitor budgets of assigned area; make budget recommendations as appropriate. *E*

Collect data and prepare reports as required; prepare and maintain a variety of records and files; maintain and order supplies and materials as needed. *E*

Participate in a variety of meetings and workshops, including planning and assessment sessions, staff meetings, and conferences. *E*

Perform related duties as assigned.

*E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment
Methods, procedures, and materials used in tutorial services
District organization, operations, policies, and objectives
Principles and procedures of records management, including those related to maintaining filing systems

Revised April 2012
Established March 1998
Basic principles of report preparation
Fundamentals of English grammar, spelling, and composition
Basic arithmetic
Applicable sections of California State Education Code and other applicable laws
Technical aspects of field of specialty

ABILITY TO:

Communicate effectively, both orally and in writing
Train, assign, and review the work of others
Organize and develop innovative programs
Learn and apply new information and skills
Gather and organize data from a variety of sources
Operate a computer and associated software
Work confidentially with discretion
Work independently with little direction
Establish and maintain effective and cooperative working relationships with others
Analyze situations accurately and adopt effective courses of action
Make arithmetic calculations accurately
Plan and organize work
Interpret, apply, and explain program, office, and department policies, rules, and regulations

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:

An associate degree, preferably with coursework in education or a related field

Experience:

One year of experience coordinating tutorial services; or two years of tutoring experience in a learning/tutoring center

WORKING CONDITIONS:

ENVIRONMENT:

Tutorial Center environment

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others
Seeing to review documents to ensure accurate completion
Sitting and standing for extended periods of time
Reaching to retrieve and file records