

Supervisor Tutorial Services
11 months
(Supervisor Designation)
(Range 49)

DEFINITION

Under general supervision of the Director of Academic Support/Disabled Student Programs and Services (DSPS) the Supervisor, Tutorial Services shall be responsible for coordinating and supervising the District's academic tutoring program, represent the unit, supervising activities of the unit in the absence of the Director, provide services to students as needed; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Supervisor, Tutorial Services is responsible for classified, hourly, and student personnel, and shall ensure that established policies and procedures are followed as required in the delivery of academic tutoring. The incumbent shall serve as liaison with the campus and community and have knowledge of laws relating to the services. Professionalism and sensitivity is essential in dealing with the diverse student population.

This position promotes student learning in that it provides the organization and the leadership for district-wide tutorial services. The Supervisor, Tutorial Services ensures the quality of the services provided to students by training tutors, creating a sustainable infrastructure for tutorial services, managing the budget, and creating new programs that focus on student success. The Supervisor, Tutorial Services evaluates the scope of services and compiles evaluative data to assure the effectiveness of the tutorial services.

ESSENTIAL FUNCTIONS

- Direct and supervise the Tutorial Services for the District;
- Assure compliance with local, state, and federal regulations;
- Provide academic tutoring information to students, staff, and the community;
- Schedule Tutorial Services for students and ensure sufficient faculty and staff are available;
- Serve as liaison with the campus, community, and educational institutions;
- Develop, submit, monitor, and approve expenditures of budgets for Tutorial Services;
- Assure compliance with local, state, and federal guidelines and assist in keeping policies and procedures current;
- Keep accurate records of academic services provided to students;
- Maintain an inventory of supplemental tutorial materials used in the delivery of service;
- Work with counselors, instructors, and administrators to provide optimal service;
- Present information to appropriate college committees and classes; speak to community organizations regarding the tutorial program;
- Design follow-up studies on the effectiveness of tutoring for program review and other college information needs;
- Recruit, train, supervise, and evaluate staff and volunteers;
- Serve on and work with the Academic Support/Tutorial Committee;
- Develop public information material for on and off campus dissemination;
- Provide for faculty and staff in-service professional development;
- Serve on District standing committees as assigned;
- Understand and carry out oral and written direction;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;

- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

Duties may require the ability to:

- Assess student needs and provide appropriate tutorial services for all students;
- Strong communication skills in working with students, staff, faculty, and administration;
- Manage a budget;
- Tutor students;
- Organize and develop creative tutorial programs;
- Develop a student tutorial staff that is able to meet the needs of students with diverse backgrounds;
- Work at a desk, conference table or in meetings of various configurations;
- Communicate so others will be able to clearly understand a normal in-person conversation;
- See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS:

Education

Required

- Master's degree in education, education psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory and with broad general education.

EXPERIENCE

Required

- 2 years experience working in an instructional setting.

Knowledge of:

- Methods and techniques of organizing a tutorial program;
- Training and supervising tutors;
- Record keeping and report writing;
- One or more academic disciplines;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

Board of Trustee Approval: 03/05/2008