

RANGE N01

**JTC NO. TC2
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Tutor I

DATE PREPARED: Fall 1989

DATE REVISED: Fall 1993, Fall 2006, Spring 2009; Summer 2011; Summer 2012; Fall 2013; Fall 2016

GENERAL SUMMARY: Provides individual and group tutoring in support of intermediate instructional programs. May participate in developing tutoring resource materials.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides intermediate tutoring to students in open lab/self paced settings including clarification of course assignments, lectures and tests.
- Works with students individually or in small groups to select and use resource material and/or lab equipment most appropriate to demonstrate study units/workbook assignments.
- Maintains records of students tutored as required under department guidelines.
- Provide input in developing and maintaining resource materials needed to demonstrate learning objectives for use in tutoring environment.
- Performs related duties as required.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Graduation from high school or equivalent with college level course work and one-year work experience in related field sufficient to tutor students. *

**experience = working in a program function in the area assigned.*

The knowledge and experience providing effective customer service. Oral and written communication skills required to deal effectively with individuals from diverse backgrounds.

*** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***