

RANGE N01

**JTC NO. TC3
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Tutor II

DATE PREPARED: Fall 1989

DATE REVISED: Fall 1993, Fall 2002; Spring 2003; Fall 2004; Spring 2009;
Summer 2011; Spring 2012; Fall 2016

GENERAL SUMMARY:

Provides individual and group tutoring in support of advanced instructional programs. Participate in developing tutoring resources materials as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides advanced tutoring to students who 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 the resource material and/or lab equipment most appropriate to demonstrate study units/workbook assignments.
- Maintains records of students tutored as required under department guidelines.
- May participate in developing and maintaining resource materials needed to demonstrate learning objectives for use in tutoring environment.
- May be assigned to assign work schedule to other tutors.
- May assist in supervising a specific laboratory.
- May participate in recruiting activities.
- 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.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Associate's degree or higher plus three years of experience. * or Level II certification through the College Reading and Learning Association (CRLA).*

** experience = course work in related field of study or work experience in a related function or program as the area assigned.*

Demonstrated skill in working with at risk students tutoring in open lab/self paced setting. Oral and written communication skills required to deal effectively with varying levels of staff and students from diverse backgrounds. Ability to provide quality customer service. Official transcripts and/or evidence of CRLA Level II certification will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

previous range: T03
revised: 09/02; ccp
revised: 04/03; ccp
revised: 08/23/04; ccp
revised: 09/01/06; ccp -rje
revised: 04/2009 - adhoc - msv
rvsd: 7/2011 - rrg
rvsd: 2/14/12 - crb
revised: 08/2012 - emm
revised: 12/2016 - emm
ADA/tmm 09.18.18