



Job Description

Job Title: Tutor I

JTC: TC2

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Exhibit intermediate knowledge in specific academic areas.

Ability to coach students through difficult material.

Ability to multitask and prioritize. Demonstrate strong organizational skills. Able to assess students' progress throughout tutoring sessions.

Able to coordinate tutoring appointments in a dependable manner and communicate any schedule changes with all parties involved.

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

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma or GED is required plus one year of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides intermediate tutoring to students in open lab/self paced settings including clarification of course assignments, lectures and tests.



Dallas County Community College District

Maintains records of students tutored as required under department guidelines. Provide constructive and accurate feedback to students.

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.

Provide input in developing and maintaining resource materials needed to demonstrate learning objectives for use in tutoring environment.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.