



Job Description

Job Title: Tutor II

JTC: TC3

Salary Range: N02

FLSA: Non-Exempt

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

POSITION SUMMARY

Provides intermediate individual and group tutoring services in an open lab and/or one-on-one setting in support of instructional programs. Participates in developing tutoring resources materials as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates intermediate knowledge and skills in tutoring students in specific academic area(s) in an open lab and/or self-paced setting. Conducts group and individual tutoring sessions for students; determines what skill areas require additional assistance.

Experience assessing the progress of assigned students to ensure effective learning results are obtained. Must be able to explain concepts in a manner that students understand. Ability to perform essential functions utilizing knowledge and skills within the specific subject area(s) of support.

Ability to build and maintain collaborative relationships with diverse students, staff, and faculty regarding tutor/student assignment(s). Facilitates problem-solving with a curious mind and critical thinking skills.

In a dynamic, constantly changing environment, must be flexible and able to adapt to change; must demonstrate strong organizational and time management skills. Must be punctual, begin all sessions promptly, use time for academic tasks, and focus on the student's needs

Excellent interpersonal, oral, and written communication skills required to effectively assist 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

Two or more semesters of college level coursework (or equivalent). Official transcripts will be required. Able to work after school hours, nights, and/or weekends. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides tutoring to diverse Dallas College students in open lab/self-paced settings through collaborative interactions to assess student's need, provide constructive and accurate feedback, engage critical thinking, and encourage independence.

Fosters a positive learning environment while guiding students through the learning process as it pertains to understanding and engaging with coursework, assignments, and projects.

Work with students individually or in small groups to utilize resources to clarify concepts and complete assigned material. Help students to develop study skills; refine and apply understanding of course material and key concepts learned.

Provides input in developing and maintaining resource materials needed to demonstrate learning objectives for use in tutoring environment. Maintain records as required under department guidelines. Maintains strict confidentiality of all student information, material, and discussions shared in the tutoring relationship.

Utilizes excellent communication skills and adapts tutoring methods to meet the needs of the student. Serves as a role model to inspire students achieve to their maximum potential.

Completes required DCCCD Professional Development training hours per academic year. Performs other 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.