

Tutor Coordinator/Reading Specialist

Division	Instruction & Student Services	Department	Student Support Services	
Classification		Revised	n/a	
Supervisor	Director, Student Support Services	Position #		Job Class

Statement of Primary Purpose

Coordinate the tutoring program for the Student Support Services TRIO Program. Responsibilities include: supervision, training, payroll and maintenance of annual tutoring budget. Maintain CRLA International Certification status. Provide direct services in counseling and advising to SSS students in the Allied Health curriculums. Instruct developmental reading classes each semester.

Classification

Professional

Essential Functions and Responsibilities

- *Supervision of tutors and note takers
- *Appropriate paper work for tutor employment
- *Generate monthly tutoring reports
- *Generate semester tutoring reports
- *Track all SSS activities through the Blumen database
- *Perform advising duties which includes close collaboration with Health Sciences instructors
- *Instruct developmental reading classes
- *Develop Educational Support Plans for students with disabilities
- *Serve on appointed Southwestern Community College Committees
- *Identify and contact students that may qualify for program services.
- * Monitor and re-evaluate student success. Conduct periodic review of services and accommodations to maintain maximum student progress.
- *provide follow-up through periodic contact with past participants as to continued success.

Additional Duties and Responsibilities

- *Coordinate campus wide tutoring program
- *Attend Cultural Enrichment trips as planned by SSS office
- *Attend Volunteer Enrichment programs through SSS Program
- *Coordinate Motherread/Fatheread program

Minimum Qualifications

Education	Masters Degree Required (Preferably in education, developmental education, or counseling).
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Knowledge and Skills	<ul style="list-style-type: none"> *Education background/prior teaching experience (post-secondary level) *Knowledge of teaching techniques for developmental students *Knowledge of college and community resources *Maintain budget and payroll *Training in the techniques of counseling *Extensive knowledge of academic and college policies as well as curriculum offerings, course requirements and financial aid packages *Training and knowledge of disabilities and related laws
Physical Demands	Good physical health is required. Mostly indoor activities, some physical demands on cultural enrichment trips.
Licensing Requirement	Certification in respective degrees.
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Flexible work hours to accommodate some weekend and evening hours (as SSS program dictates).	
Equipment Operation	
General and office equipment.	
This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.	