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## EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 Del Norte Street, West Covina – Phone (626) 962-5080 - Fax (626) 472-5125

### **ACADEMIC TUTOR – GED Preparation**

#### **DEFINITION**

Under the direction and immediate supervision of the Instructor, provide individual and group tutoring in assigned academic subject matter to prepare students for the GED exam. This is an hourly as needed classified position.

#### **EXAMPLES OF DUTIES**

1. Provide individual and small group tutoring to students enrolled in the GED preparation program.
2. Assist with student assessment procedures and testing.
3. Assist with development of instructional activities to increase students' academic achievement in preparation for the GED exam.
4. Assist students with homework, projects, test preparation and other subject-related areas.
5. Assist with student's development of study and test-taking skills.
6. Assist with record-keeping documentation, such as attendance, progress testing, grading.
7. Model a positive attitude about learning.
8. Operate office equipment, including: computer terminal, scanner and printer, typewriter and calculator.

#### **QUALIFICATIONS**

1. Minimum of a high school diploma.
2. Possession of an Associate's or higher level degree or pass assessment that demonstrates academic proficiency in math and/or English.
3. Tutoring experience with adult learners.
4. Excellent written and oral communication skills.
5. Bilingual skills preferred.

#### **KNOWLEDGE OF**

1. Academic subject matter.
2. Learning styles and teaching strategies.
3. Computer-based learning programs.
4. Correct English usage, spelling, grammar, and punctuation.

## **ABILITY TO**

1. Speak clearly and effectively.
2. Read, understand, and explain materials related to the subject matter.
3. Increase student's understanding of academic subject matter.
4. Adapt teaching methodologies based on student needs.
5. Efficiently navigate and demonstrate computer-based learning software.
6. Work with students from diverse backgrounds.
7. Motivate and encourage students to overcome barriers.
8. Function in situations requiring tact and discretion.
9. Understand and carry out oral and written directions.
10. Maintain confidentiality.
11. Maintain a professional attitude.
12. Establish and maintain a cooperative and positive professional relationship with students, staff members, representatives from school and other agencies, and members of the community.

## **PHYSICAL ABILITY**

While performing the duties of this job, the employee is frequently required to use hands or fingers to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

## **WORK ENVIRONMENT**

Employees in this classification work primarily indoors in a classroom environment. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

## **SALARY PLACEMENT**

Schedule M / Range 13

*This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.*