

## DRAFT – August 20, 2018

### TEACHING AND LEARNING JOB FAMILY – TUTOR

**JOB FAMILY CONCEPT:** The Teaching and Learning job family are responsible for activities involved in the teaching and training of children, students, staff and community members of a wide variety of subjects and educational/training levels. The Teaching and Learning job family provides classroom and academic support by ensuring access and enhancing the learning experience; provides training, facilitation and instruction by assessing needs, developing content, curriculum and content delivery; and develops and coordinates ongoing educational and training programming.

#### **TUTOR**

This role provides strategies and assistance to students in improving academic achievement and success.

#### **TUTOR 1**

##### Typical Functions

- Assist students in improving academic achievement by meeting them on a regular bases to clarify learning problems and work on study skills.
- Works with students individually or in small groups to assist them with their studies in academic subjects such as English, sciences, mathematics, and foreign languages.
- Coaches, guides and assists students in reviewing course material, solve problems, and prepare for tests and examinations.

##### Complexity and Decision Making Authority

##### Knowledge, Skills, and Abilities

Knowledge of applicable subject matter.

##### Education/Experience

High school degree and some college in subject matter.

#### **TUTOR 2**

##### Typical Functions

- Assess student performance and knowledge, identify areas that need improvement, adapt learning resources to student needs, providing instruction, helping to problem solve on assignments, and maintaining records.
- Develops instructional materials to aid students to assist them with their studies.
- Adapts curriculum to better serve the individual's learning needs.
- Works in a specialty academic area or a special focus of the tutoring profession.
- May supervise student tutors.

##### Complexity and Decision Making Authority

##### Knowledge, Skills, and Abilities

Knowledge of applicable subject matter.

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Education/Experience

High school degree and some college in subject matter.