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 programing.

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.
Education/Experience
High school degree and some college in subject matter.