

RANGE N02

**JTC NO. TB2
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Tutor Coordinator

DATE PREPARED: December 1986

DATE REVISED: Spring 1991; Fall 2003; Spring 2009; Summer 2011;
Summer 2012; Spring 2014; Spring 2015; Fall 2016;
Spring 2017

GENERAL SUMMARY: Coordinates tutors and provides services including selection, training and supervision of tutors, identification and referral of students requesting tutoring, staffing and coordinating the services of the Center or of the designated grant-funded program which require tutoring services (e.g. TRIO, Upward Bound, etc.).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans and coordinates tutoring services. Supervises and coordinates a staff engaged in tutoring activities which mainly constitute of tutors, but may also include student workers, volunteers and/or part-time employees.
- Monitors budget as identified by supervisor.
- Advises students regarding testing available, and recommends tutoring as appropriate.
- Ascertain of tutoring needs through student advisement or other advisors' referrals. Processes student referrals from faculty and staff.
- Prepares training materials and provides in service training for tutors as required.
- May participate in development of seminars and workshops, in areas of study skills, ESL, writing skills, etc.
- Responsible for maintaining a database related to grant reporting requirements.
- Identifies, hires, trains and evaluates tutors.
- May review and make recommendations for purchase of instructional materials.
- May serve as a tutor and provide tutoring services as needed.
- Performs other duties as required.

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REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIREMENTS:

Works with light easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree plus five years of experience in a teaching environment, including tutoring. *

**experience = working in a program function in the area assigned.*

Supervisory experience required. Ability to use a computer for a variety of applications in the tutoring environment and in maintaining a variety of records. Proven oral and written communication skills required to deal effectively with persons from varying backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 09/01/03; revised (RJE)
revised 06/07-rje-ccp
revised: 04/2009 – adhoc – msv
rvsd: 07-2011
revised: 08/2012 – emm
revised: 04/2014 – emm
revised: 04/2015 – emm
revised: 12/2016 – emm
FLSA: 01/2017 - emm
ADA/tmm 12.14.18