

Technical Tutor

Dept/Div: Secondary Technical Center/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate human support work assisting the teaching staff with classroom and individual learning opportunities, monitoring and modeling behavior and safety for students, assisting with adapting or modifying learning materials or activities to facilitate student learning, and related work as apparent or assigned. Work is performed under the close supervision of the Principal and Dean.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists groups and individual students in the classroom with understanding the material presented.

Assists in monitoring student safety and behavior and assists with the management of the classroom environment; keeps aware of events which may trigger inappropriate behaviors; acts as a role model and establishes rapport with students.

Assists with hands-on lab experiences through the demonstration of techniques; adapts appropriate instructional tools for student learning; assists with creating appropriate evaluations or grading criteria; assists with monitoring and reporting academic progress, performance and attendance.

Assists with identifying students individual learning styles and special education needs.

Assists with modifying the instructional techniques based on learning plans.

Assists with reviewing curriculum and lesson plans.

Interacts with students to assist with implementing objectives established by teaching staff.

Assists with completing regular and routine classroom maintenance such as filing, typing learning materials, making copies, cleaning workstations and assisting students with computer learning.

Knowledge, Skills and Abilities

Some knowledge of basic skills and alternative education programs and procedures; some knowledge of elementary, secondary or special education principles, practices and procedures; some knowledge of effective teaching principles and methodology; ability to establish and maintain standards of behavior; ability to establish and maintain effective working relationships with staff, students, parents and the general public.

Education and Experience

High school diploma or GED and moderate experience working with children or students in a learning environment, supervising school aged children, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, using hands to finger, handle or feel, pushing or pulling and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

None.

Last Revised: 9/27/2011