

**RANGE N02**

**JTC NO. CV1  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Tutor III

**DATE PREPARED:** Fall 2007

**DATE REVISED:** Spring 2009; Summer 2011; Spring 2012; Summer 2012;  
Fall 2012; Fall 2016

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**GENERAL SUMMARY:** Provides advanced individual and group tutoring services in an open lab and/or one-on-one setting in support of advanced instructional programs. Participates in training and evaluating other tutors and assists in the creation of tutoring resources and materials as required.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides advanced level tutoring to students who in open lab/self paced settings including clarification of course assignments, lectures and tests.
- Works with students individually or in small groups to select and use the resource material and/or lab equipment most appropriate to demonstrate study units/workbook assignments.
- Maintains records of students tutored as required under department guidelines.
- Participates in the development and maintenance of resource materials needed to demonstrate learning objectives for use in tutoring environment.
- Participates in the development and maintenance of materials to assists tutoring staff and/or students.
- Develops and presents College Reading and Learning Association (CRLA) level I and II training.
- May participate in recruitment activities as assigned.
- May be assigned to provide indirect supervision to other tutors.
- Performs related duties as required.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**Tutor III**  
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**PHYSICAL EFFORT REQUIRED:**

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

**MINIMUM EDUCATIONAL/SKILL REQUIREMENT:**

Associate's degree or higher plus four years of experience.\* or Level III certification through the College Reading and Learning Associations (CRLA).\*

*\* experience = course work in related field of study or work experience in a related function or program as the area assigned.*

Demonstrated skill in working with at-risk students tutoring in an open lab/self paced setting. Excellent oral and written communication skills required to deal effectively with varying levels of staff and students from diverse backgrounds. Official transcripts and/or evidence of CRLA Level III certification will be required. The ability to provide quality customer service.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

10/12/07-ccp  
Revised: 04/2009 – adhoc – msv  
Rvsd: 7/2011 – rrg  
Rvsd: 2/14/12 – crb  
Revised: 08/2012 - emm  
ADA/tmm 12.13.18