



Job Description

Job Title: Tutor Coordinator

JTC: TB2

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION 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.).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advance knowledge of subject(s), learning techniques and learning styles. Ability to be flexible and adapt to changing work environments and situations

Ability to develop learning outcomes and assessment measures for tutoring program and tutor training. Able to coordinate scheduling to ensure student needs are met most effectively regarding subject and course level with available resources.

Ability to collaborate with academic departments, instructors, deans, academic advisors, coaches and others to identify and recruit potential tutors.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks.

Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus five (5) years of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL 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.

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.

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.

Responsible for maintaining a database related to grant reporting requirements. - Identifies, hires, trains and evaluates tutors. Monitors budget as identified by supervisor. Supervises tutors. May review and make recommendations for purchase of instructional materials.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.