



## Job Description

**Job Title: Richland Collegiate High School Resp. To Int. Coord. JTC: CAX**

**Salary Range: N05**

**FLSA: 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 Richland Collegiate High School's Response to Intervention Center by hiring, training, and supervising tutors, and identifying and referring students requesting tutoring services.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advance knowledge of computer applications related to department functions. Communication skills to support explanation of departmental policies to staff, students, and parents. Able to organize and implement the programs.

Identifies students in need of tutoring services through the use of progress notices, instructor and/or advisor referrals.

Ability to maintain a database related to student academic progress. Coordinates computer assisted instruction and credit-by-exam processes with the Registrar, Assistant Principal, and advisors for students in need of high school credit recovery.

Able to review and make recommendations for purchase of instructional materials. Able to identify, hire, train, and evaluate tutors.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

### 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. May be required to lift and move materials and equipment.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of experience. Official transcripts will be required. \*\*\* 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. Hires, supervises and coordinates all staff engaged in tutoring activities, including tutors, student workers, volunteers and/or part-time employees or adjunct faculty. Attends TEA and Region 10 training for Response to Intervention.

Coordinates all communications to RCHS staff, parents, and students for available tutoring services. Identifies, hires, and trains content specific instructors of computer assisted instruction used for high school credit recovery or for credit-by-exam for incoming RCHS juniors. Determines 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. Coordinates the development of seminars and workshops for targeted areas based on students' needs. Responsible for maintaining a database related to student academic progress.

Coordinates, plans, implements all Response to Intervention activities; works with high school advising staff to ensure student learning needs are being met. Monitors budgets as identified by supervisor. Serves as a testing coordinator for RCHS benchmark tests and assists with high school testing (TEA testing and PSAT).

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. Provides 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.*