

JOB DESCRIPTION

Job Title: Tutor (ISD Partner) Off-Campus

Job Title Code: H95

Salary Range: HB4 \$20.00/per hour

Reports to: TBD

Dallas College

Since 1965, Dallas College, formerly known as the Dallas County Community College District (DCCCD) has served more than three (3) million students. We are one of the largest community college systems in the state of Texas, which includes seven campus locations around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

Position Summary

Under general supervision, tutors will provide specific and focused academic assistance to individual students or small groups of students working on individual prescribed learner objectives and/or class assignments.

Required Knowledge, Skills and Abilities

- Exhibits knowledge/skills in specific academic area(s) to be tutored.
- Ability to coach students through course materials and explain concepts in a manner that students understand. Able to assess students' progress throughout tutoring sessions.
- Ability to build and maintain collaborative relationships with diverse students, staff, and faculty regarding tutor assignment.
- In a dynamic, constantly changing environment, must be flexible and able to adapt to change.
- Must demonstrate strong organizational and time management skills.
- Must be punctual, begin all sessions promptly, use time for academic tasks, and focus on the student's needs.
- Good interpersonal, oral, and written communication skills are required to deal effectively with individuals from diverse backgrounds.
- Able to provide excellent customer service.

Key Responsibilities

- Assists students in building academic skills and competency in a specific subject area.



- Provides individualized educational support to students.
- Help students to complete homework or special projects; reviews and checks completed work; and explains and corrects errors.
- Provides regular progress reports to students, parents and/or teachers.
- Recognizes different learning styles and student preferences and uses active listening strategies to allow the student to determine the content and pace of tutoring.
- Collaborates, as needed, with appropriate district/campus personnel regarding students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Uses a variety of manipulative and hands-on activities to support content standards, needs and capabilities of the individuals or student groups involved.
- Uses identified needs to guide the learning process toward at-risk student achievement of district's content standards.

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.

Minimum Qualifications

- High School Diploma or GED equivalent
- Strong content knowledge in the content area of tutoring.

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

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.

Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Dallas College complies with the Americans with Disabilities and Veterans Act.