



**SANTA ANA UNIFIED SCHOOL DISTRICT**

**EXPANDED LEARNING TUTOR**

**JOB SUMMARY:**

Under the direction of the Site Supervisor, serves as a tutor by performing the necessary duties in the implementation of tutoring for students and to do related work as required. Working to assist Instructional Providers, Tutors lead by asking questions, encourage students to discover information through their own thinking processes. Tutors must develop rapport to motivate students to take ownership for their learning. Employees assume responsibility for a variety of duties assigned in conjunction with the Expanded Learning program requirements.

**REPRESENTATIVE DUTIES:**

- Leads inquiry-based tutorials using AVID methodologies to assist in supporting the instructional learning process. **E**
- Observes, reviews, and model's student Cornell notes, organizational tools and planners. **E**
- Assist with implementing effective classroom instruction, student direction and instructional strategies based on the AVID Curriculum. **E**
- Help students develop positive interpersonal relationships with peers and adults while functioning as an appropriate, positive college-going role model. **E**
- Assists in developing resources and enrichment materials for use in tutorial sessions and classroom activities. **E**
- Communicates frequently with the Site Supervisor regarding student progress and areas of concern. **E**
- Assists with frequent and regular parent communication and support parent involvement. **E**
- Attends meetings/planning/training sessions on a weekly basis or as required to receive and convey information required to perform functions. **E**
- Performs related duties as assigned.

## **EXPANDED LEARNING TUTOR (CONTINUE)**

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Note taking, time management and study skills (Cornell Note knowledge desirable).
- College-level reading, writing, grammar, spelling, punctuation, mathematics and science.
- Excellent written and verbal communication skills.
- Clerical duties in support of classroom and program activities.
- Computer use and related software.
- Diversity of community, city and school District cultures and languages.
- State academic standards and various assessments, including SAT, ACT, etc.
- College application and financial aid process and applications.

#### Ability to:

- Understand and follow oral and written directions.
- Communicate effectively in both oral and written English.
- Learn the procedures and functions of assigned duties.
- Establish and maintain effective, positive working relationships with students, staff, and administration.
- Motivate and encourage students to succeed and overcome obstacles to learning.
- Learn, understand and apply rules, regulations, procedures and policies.
- Work confidentially with discretion.
- Perform simple clerical duties.
- Perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma
- Concurrent college enrollment required. Recent college graduate may be considered.
- A minimum of 48 College Units or pass NCLB test
- Prior experience working with students or tutoring preferred

### **LICENSES AND OTHER REQUIREMENTS:**

- Driver's License

## **EXPANDED LEARNING TUTOR (CONTINUE)**

### **WORKING CONDITIONS:**

#### **Environment:**

- School environment.
- Indoor and outdoor environment.

#### **Physical Abilities:**

- Eyesight, corrected or uncorrected, sufficient to read fine print.
- Hearing and speaking accurately to exchange information.
- Dexterity of hands and fingers to operate equipment.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Approved: 4/26/22