



Academic Professional Description

| DATE | POSITION # | POSITION TITLE |
|----------|------------|----------------------------------|
| 1/8/2019 | CPL001 | PT Academic Professional - Tutor |

| DIVISION | DEPARTMENT | PAY TABLE/LEVEL/GRADE | REPORTS TO: |
|-----------------|------------|-----------------------|---------------|
| Student Affairs | TRIO | Choose an item. | Jessica Cecil |

STATUS: Please select the appropriate boxes that apply.

| | | | | |
|--|--------------------------|--|--|--|
| Regular/Continuing: <input type="checkbox"/> | Bargaining Unit: MAHE | Non-Bargaining: <input type="checkbox"/> | Provisional/Grant Funded: <input checked="" type="checkbox"/> | Temporary/Limited Duration: <input checked="" type="checkbox"/> |
|--|--------------------------|--|--|--|

| | | | | |
|---|--|--|--|--|
| Individual Position: <input type="checkbox"/> | Full-Time (40 hrs/wk): <input type="checkbox"/> | Part-Time: <input checked="" type="checkbox"/> __20-25__ Hrs/Week | Pooled Position: <input checked="" type="checkbox"/> | Type here # of Employees if this position is pooled. |
|---|--|--|--|--|

JOB SUMMARY: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Driven by compassion, inclusivity, integrity, teamwork, and work-life balance this position will work with TRiO Student Support Services (a program serving first-generation, low-income, and students with disabilities) to tutor TRiO students in academic program areas. Tutors may be assigned specific subjects including math, science, writing, and social sciences based on academic or professional background. Tutors will maintain TRiO tutoring records regarding academic needs and tutorial services utilized as well as provide extensive follow-up of Trio participants regarding their participation and academic progress. In addition, they will assist participants with improving overall study strategies through one-on-one and workshop presentations. Other duties assigned as needed.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Type here

ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

| % | NO. | Essential Duties and Responsibilities |
|----|-----|--|
| 90 | 1 | Initiate and maintain proactive tutoring, teaching, mentoring, and encouragement to students to keep them engaged in successfully advancing their education. Monitor and track student progress toward completion of the student’s learning goal on a current or “real time” basis. Maintain |

| % | NO. | Essential Duties and Responsibilities |
|----------|-----|--|
| | | accurate records of student attendance and participation |
| <u>8</u> | 5 | Develop and facilitate implementation of a plan for tutoring that incorporates content area skill development, study skill enhancement, and best practices in subject area tutoring methods and strategies. Facilitate students' becoming self-advocating and independent learners. |
| <u>1</u> | 5 | Some evening and weekend hours required. |
| <u>1</u> | 8 | May be assigned other duties as assigned by the Director. |

CORE COMPETENCIES: Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

Experience working with adults and students that are first generation, low income, and/or learning disabilities. Interpersonal skills, team oriented, good customer service skills, leadership skills, and decision making skills.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

Required

- Bachelor's Degree from a regionally accredited college or university required.
- Previous tutoring experience required.

Preferred

- Experience or education equivalent to a Master's Degree from a regionally accredited college or university preferred.
- Higher education tutoring experience preferred.
- Multi-disciplinary experience preferred

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

WORK ENVIRONMENT: Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

SIGNATURES

Supervisor's Name: Jessica Cecil

Supervisor's Signature: *Jessica Cecil*

Date: 9/5/18

Dean/ELT's Name: Ronda Miller

Dean/ELT's Signature: *Ronda Miller*

Date: 9/5/18



Academic Professional Description

HR Rep: Sydney Glasscoe

HR Rep Signature: *Sydney Glasscoe*

Date: 01/08/2019

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

Position #: CPL001

Date: 10/22/2015

Supervisor's Position #: CFA006

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises