



## Academic Professional Description

DATE	POSITION #	POSITION TITLE
6/24/2019	PLTUTR	PT Professional Tutor

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Academic Affairs – Student Success	Learning Commons	Based on Professional Tutor Salary Schedule	FA9904

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: MAHE	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> _28_ Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	FTE 42.93 # of Employees if this position is pooled.
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**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.

If you are passionate about helping people learn; if you believe in the mission of community colleges; if you are committed to providing and modeling caring support for students; if you desire to be part of a cutting-edge team of individuals working both independently and together for the sole purpose of helping students achieve their academic goals, then read on:

The Faculty Academic Professional Tutors are responsible for ensuring that students receive persistent, proactive, individualized tutoring, teaching, and learning support throughout their enrollment in Lansing Community College, consistent with current developments in the disciplines and teaching methods. Professional Tutors participate as assigned in program/department meetings and divisional/college-wide committees with a focus on continual improvement of programs and learning outcomes; and are responsible for the development and delivery of excellent academic resources and learning services, tutoring, mentoring, and advising students, professional development and peer mentoring, and shared governance of the College. Must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy.

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

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**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 grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
75	1	<b>Instruction</b> – Provides instruction and assesses learning utilizing varied instructional modes, supports student success by maintaining regular tutorial hours as assigned; mentors and advises students. 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 accurate records of student attendance and participation.
5	2	<b>Teaching Effectiveness</b> – Understands and successfully adapts teaching to various learning styles/current technologies present in the classroom. 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.
5	3	<b>Curriculum</b> – Participates in curriculum development and planning and advises students on curriculum, academic programs, employment, career goals and other appropriate matters. Develop materials related to content area tutoring, general academic skills and techniques of study, for delivery of tutorial services, Embedded Academic Support and workshops as assigned for both the college community and for students to increase knowledge and application of course content.
5	4	<b>Planning</b> – Ensures implementation of established curriculum and provides strong support for students in their pursuit of established expectations, developing plans that promote the development of higher-order thinking skills in the instructional process. Assist as assigned to coordinate, develop, deliver, and review comprehensive tutoring in subject area and/or career communities.
2	5	<b>Support of College Initiatives</b> – Is fully committed to the mission and values of Lansing Community College and actively participates in College initiatives. Proactively anticipate and detect ways in which specific tutoring services can be utilized to assist students in successfully completing their course work in assigned subject area; identify appropriate interventions and promptly connect students to relevant academic and community resources (e.g., academic success coaches, academic advisors, financial advisors, professional counselors, social service agencies, employment resources, etc.) as necessary to assure academic persistence and success; monitor and track efficacy of such resources in achieving individual student success and persistence, retention, and completion rates.
2	6	<b>Professional Growth</b> – Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction. Participate in professional development and develop ideas for cutting-edge tutoring services. Stay at the top of the field for tutoring services. Attend LCC in-services and training. Maintains certifications and licensing as required.
2	7	<b>Faculty Professional Development</b> – Demonstrates a continuing engagement with the learning and scholarship of their area of specialization, striving to be on the cutting edge of professional content knowledge and methodology.
2	8	<b>General Responsibilities</b> – Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner, consistently meeting instructional schedules and other assignments and commitments in support of the college.
2	9	<b>Other Duties as Assigned</b>

**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.

**KNOWLEDGE:** Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job

- Knowledge of effective tutoring practices
- Knowledge of effective on-line instruction practices
- Knowledge of group training and facilitation
- Knowledge of adult learning theory and practical tutoring/learning procedures and practices
- Knowledge of current technologies as they relate to instructional practices

**COMMUNICATION/INFLUENCE:** Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.

- On-going use of advanced level verbal and written skills to influence and/or inform faculty, staff, students, and administration.
- Coaching and counseling skills to encourage staff and students to pursue academic and professional growth.
- Effective listening skills
- Incorporating cultural, disability, and individual differences into communications

**PROBLEM SOLVING:** Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.

- Continually seeking out new methods for delivering and maintaining tutorial services.
- Ability to think creatively

**LEADERSHIP:** Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.

- Ability to create and maintain a collaborative environment.
- Ability to keep current changing service needs.
- Ability to coach, mentor, motivate and develop other tutors.

**OTHER:** Other applicable skills and abilities not mentioned above.

- Strong organizational skills to effectively lead virtual tutoring initiatives.
- Ability to adapt and manage constant change.
- Proficiency with current academic technologies, applications/software. Email, and internet (e.g. windows, Microsoft office, banner, D2L)
- Strong attention to detail; confidential and accurate record keeping, good time management skills
- Tutoring or teaching experience.
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**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, or combination of experience and education equivalent to a Bachelor's Degree
- Tutoring experience, or learning assistant, or teaching assistant, or academic coaching, or teaching experience

**Preferred**

- Master's Degree, or combination of experience and education equivalent to a Master's Degree
- College level tutoring, or learning assistant, or teaching assistant, or academic coaching, or teaching experience
- Multi-disciplinary academic background or experience
- Tutor Certification

**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:** Duane D. Dietrich **Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/ELT's Name:** Type here **Dean/ELT's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** *Sydney Glasscoe* **Date:** 7/3/19

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

**Position #: PLTUTOR**

**Date: 6/24/2019**

**Supervisor's Position #: FA9904**

**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