

JOB DESCRIPTION

FREMONT
UNIFIED
SCHOOL
DISTRICT

INSTRUCTIONAL LABORATORY TUTOR

Series: IPSS
Code: ILT

DEFINITION

Under general supervision, to perform general clerical duties with the use of typical instructional equipment and to assist in the testing and tutoring of students; and to perform related work as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Administers a wide variety of placement tests to students and evaluates results.

Assists in tutoring students in reading, spelling, composition/grammar and math in a laboratory situation.

Plans tutoring assignments that will best assist in the academic development of students.

Corrects assignments of students.

Takes and maintains all records relating to attendance.

Maintains records indicating the progress of all students in the tutoring laboratory.

Diagnoses academic levels of competence in order to recommend the placement level of students.

Maintains textbook and software inventories.

Maintains records of test results.

Types a wide variety of lesson plans, class lists and other instructional materials.

QUALIFICATIONS

Knowledge of:

The academic fields of reading, spelling, composition/grammar, and math;

The use and maintenance of typical equipment used to facilitate instruction;

Testing and diagnosing techniques used to determine the placement of students;

Personal computers and various types of software.

Ability to:

Maintain order and interest of students in a laboratory environment;

Diagnose the level of academic proficiency of students;

Plan tutoring lessons that will best develop the academic proficiency of students;

Use instructional equipment in an efficient manner;

Operate a typewriter or keyboard to produce printed material;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationship with those contacted in the course of work.

Education: Equivalent to the completion of high school with the addition of several related post-secondary vocational courses.

Experience: Two years of related clerical and/or instructional tutoring experience.

N: 01/80

R: 11/85

R: 08/88

R: 02/97