

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: LINKS Tutor

DEFINITION

Under direction of an administrator and the classroom teacher, works as a member of the LINKS classroom team in the education of students including management of student behavior, record keeping, instructional assistance, classroom safety, security, and organization; interaction and communication with students, support staff, parents, and agencies; special focus on assisting students to meet academic and career technical preparation goals; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The LINKS tutor works in a pilot program designed to provide the services, support system and opportunities that at-risk students need to be ready for college and the workforce. The tutor will work with a variety of at-risk students.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

None; however, may assign work and provide technical direction to students and program staff.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Program Support

Under direction of the teacher and as part of the classroom staff, provides individual and small group instruction in academic areas, study skills, and time management; supervises students in class setting as directed by teacher or other staff; administers and corrects student tests; assists students in using computers; accompanies and supervises students during field trips; assists students in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes; conducts standardized educational, vocational, and behavioral assessments of student's abilities; adapts materials and equipment to meet specific needs and learning styles of the student; evaluates student progress on work assignments and shares with teacher; assists the teacher in the physical setup of the classroom for group instruction, projects and activities; provides teacher with input for student programming; assists the teacher with daily and weekly lesson/work plans and follow-through; assists the teacher in monitoring a variety of classroom/student records to track academic progress and goals; serves as a role model to students and encourages students to meet academic and career goals; provides feedback to develop positive self-esteem of students.

Classroom Safety and Behavior Management

Assists the teacher by supervising classroom activities during the course of the instructional day to maintain a controlled and safe environment for students and staff; observes student behavior and maintains awareness of students' activities/actions to anticipate potential problems; communicates rules, expectations and consequences to the students; maintains constant alertness to changing environment and documents any occurrences that could lead to crisis situations; maintains awareness of school site emergency contingency plans; attends trainings regarding safety/security and behavior management as requested.

Communications/Record Keeping

Communicates with students, parents, outside agencies, instructional and support staff by letter, phone, e-mail, fax or personal contact as directed by the administrator or classroom teacher; develops and maintains a professional rapport with classroom teacher and other program staff; demonstrates sensitivity to needs of students, staff, and parents; maintains confidentiality of information regarding students; prepares and maintains a variety of records and files including assessments, observations, progress, and other related records.

MINIMUM QUALIFICATIONS

Education

Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described; possession of a Bachelor's degree or equivalent is desirable.

Training and Experience

Experience working with at-risk youth in a classroom setting; experience in vocational education desirable; demonstrated commitment to improving the academic and vocational success of students.

Knowledge of

Current practices in career tech education; agencies involved in employment development and job placement programs; basic research techniques; basic reading, writing, and math, as identified by passing a proficiency test in those areas; record keeping and standard filing systems; computer and Internet use; general practices of work experience transition programs desirable.

Skill and Ability to

Tutor students in reading, writing and math within the framework of established academic guidelines; follow instruction with minimum direction; communicate effectively in both oral and written form; assess the interests and aptitudes of students; organize and prioritize tasks and responsibilities; carry out behavior management and conduct academic testing; respond quickly in emergency situations; maintain files and records; prepare routine reports; operate standard office equipment including computers; interact with students and adults from different cultural and socioeconomic backgrounds; provide instruction and make presentations on resume preparation, job seeking, job retention, and interview skills.

Approved by Personnel Commission 12/13/05