

UNIT: Temporary Position
Grade: Hourly/\$15.00
FLSA: Non-Exempt

CLASSIFICATION TITLE

CRC (Culturally Relevant Curriculum) Tutor

SUMMARY

Under supervision, the CRC Tutor will assist students in achieving academic goals utilizing AVID and Culturally Relevant Practices strategies through individual tutoring and/or tutoring in study groups, assist in the preparation of instructional materials, academic mentoring, and perform other duties as assigned.

MINIMUM REQUIREMENTS

Must be at least 18 years of age.

Currently Enrolled College Student, with a minimum of 30 Credit hours

AND

Minimum 2.5 GPA (Copy of transcripts must be furnished prior to employment)

Verbal & written communication skills in English and Spanish

Demonstrated ability to read and comprehend written/graphic and oral instructions

PREFERRED QUALIFICATIONS:

Prior tutoring and/or mentoring experience

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Acts as a model of academic achievement to empower students to develop academic identities by serving as a college role model from the community as an example for CRC students to follow.

Attends tutor and mentor training sessions as required.

Facilitates academic strategies (e.g. AVID, culturally responsive) through in-class support in targeted CRC classrooms.

Conducts tutorial sessions in assigned CRC classrooms for the purpose of assisting students in achieving the goals of the assignments.

Assists classroom teachers in creating a collaborative, supportive, and caring learning environment.

Builds students' academic and social preparedness to navigate the college experience through workshops and in-class mini-lessons,

Provides evaluation of tutorial sessions to student and AVID teacher. Communicates with appropriate personnel regarding student progress and areas of concern.

Assists Mexican American Student Services personnel as needed including, but not limited to contacting teachers, helping with field trips, communicating with parents, facilitating mentoring sessions, etc.

Models higher-level thinking and inquiry learning through culturally responsive strategies for students working through the phases of the writing process, such as brainstorming, clustering, revision, and editing.

Coordinates opportunities for students to develop cultural identity utilizing college and community partnerships.

Examines student notes, work, and feedback to check for understanding to monitor student progress.

Adheres to all State, Federal, and TUSD District policies and regulations.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion may be required. Work may involve occasional lifting and carrying weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods of time may be required as a normal part of the job. Employees must have a valid driver's license. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability is required.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor office and classroom environment. Outdoors as required. Contact with students, parents, staff and public.

SUPERVISORY RESPONSIBILITIES

None

New 10/18