



Job Title: Tutor Supervisor, Cal-SOAP
Department: Family/Youth Services
Reports To: Program Manager
FLSA Status: Non-exempt
Range: 195 (\$18.05-\$20.56)
Reviewed: November 2018

Summary: Under the direction of the Project Director, provide work direction and guidance to tutors located at various sites of service. Liaison with site staff hosting tutors and community partners for optimal outcomes.

Supervisory Responsibilities Supervise and evaluate the performance of tutors.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities *Other duties may be assigned.*

1. Recruit qualified staff for tutor positions through a variety of strategies.
 2. Review, verify and process tutor applications, resumes and related forms and paperwork as required; explain application process to potential candidates.
 3. Utilize effective interview techniques for selection of tutors; provide input concerning tutor hires.
 4. Provide work direction and guidance to tutors to include program orientation and ongoing professional development for compliance with established standards and procedures.
 5. Determine site of service for tutor assignments to and keep a schedule of their days and hours of work. Keep record of classes and subjects that tutors are assigned to assist in. Prepare and adjust tutor assignments and schedules to meet stakeholder's needs.
 6. Coordinate observations and evaluations of tutors and site personnel. Provide feedback to school site personnel and tutors on their performance, classroom management and student needs.
 7. Coordinate tutoring activities and provide a variety of related support services to meet student needs; monitor and adjust tutoring activities in response to student needs and progress; resolve tutoring issues and conflicts in a proper and timely manner. Address performance related matters of tutors as necessary.
 8. Track and review accuracy of tutor time to be adherence to timekeeping rules, program needs and funding.
 9. Monitor the tutoring budget; provide input concerning related expenditures; assist in assuring expenditures do not exceed established limitations. Adhere to all related record keeping needs. Compile information and prepare and maintain various records and reports related to tutors and assigned activities.
- In partnership with the Program Manager, dismiss tutors according to established procedures as necessary.
10. Provide instructional and clerical support related to assigned tutoring activities. Prepare, duplicate and file instructional materials.

11. Serve as a liaison between tutors, site personnel, and other agencies concerning tutoring services, respond to inquiries and provide information concerning tutoring programs, standards, requirements, policies and procedures.
12. Communicate with agency personnel, students and outside agencies to exchange information and resolve issues or concerns; answer telephones and assist callers as needed.

Knowledge, Skill & Ability Required

Education and/or Experience

Minimum of AA degree (or equivalent), preferably a Bachelor’s Degree in related field and a minimum of three years of experience in education or academic support and minimum one year supervisor experience or related program or combination of education and experience

Language Skills Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills To perform this position successfully, an individual should have knowledge of Internet software; Spreadsheet software, Presentation software and Word Processing software.

Certificates, Licenses, Registrations Current valid California Driver's License with ability to qualify for coverage under Agency insurance plan.

Other Skills and Abilities Bilingual (English/Spanish) is preferred, but may be required for position.

Other Qualifications Knowledge of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college and secondary school students. Strong interpersonal skills and management Skills.

Physical Demands While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.

Work Environment The noise level in the work environment is usually quiet to moderate.



I have received a copy of my Job Description and accept it as written. I understand that this description may change in the near future, due to the needs of the program and changes in the nature of my position.

Date

Print Name

Signature