

San Diego Community College District

NANCE CLASS SPEC

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Job Code: N1420

Original Date: 08/2008

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Instructional Aide / Tutor

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of an assigned supervisor, assist students and instructors in academic or vocational subject areas; assist in the preparation of instructional materials; provide tutoring services to assigned students; perform related clerical duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of correct English usage, spelling, grammar, punctuation, and vocabulary; basic arithmetic; general needs and behavior of students of various ethnic, racial, and cultural backgrounds; and instructional methods and techniques. Ability to assist students and instructors in academic or vocational subject areas; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Experience related to the academic or vocational area to which assigned or satisfactory completion of six college semester units in the assigned subject area.

TYPICAL DUTIES INCLUDE:

- Assist students and instructors in academic or vocational subject areas.
- Assist in the preparation of instructional materials.
- Tutor students individually or in small groups, reinforcing or following-up on instructions provided by the instructor.
- Explain concepts, principles, and terminologies to students.
- Assist students in the proper selection, operation, and care of instructional materials and equipment.
- Assist in preparing, administering, scoring, and recording student tests.
- Provide relevant information to instructors regarding student progress.
- Answer telephones, direct calls, and take messages.
- Receive, open, sort, and route mail.
- Manage calendars and set appointments.
- Maintain files and records.