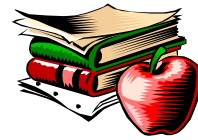




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Tutorial Supervision Aide

Revised 7/11

DEFINITION

Under general supervision of a school administrator, Tutorial Supervision Aide will supervise students in a tutorial center on campus and coordinate classroom work assignments with appropriate staff at the school; and other related duties as assigned.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Work with and supervise students in a controlled environment. E
- Coordinate a program of Independent, Individualized assignments. E
- Work with students to build positive, self-esteem from negative situations. E
- Maintain accurate records. E
- Obtain work from teachers and provide feedback for grading purposes. E
- Maintain discipline. E
- Monitor students assigned tutorial for behavioral and attendance reasons.
- Monitor and maintain appropriate student behavior in the center.
- Maintain accurate daily attendance records. E
- Distribute assignments to students as necessary.
- Provide instruction and assistance to students regarding assignments as appropriate.
- Monitor completion of work and maintain related list of work completed by students.
- Assist in the preparation and coordination of testing as assigned. E
- Communicate with teachers and staff concerning student behavior; confer with administrators regarding individual student issues and concerns. E
- Perform a variety of clerical duties including filing, duplicating, typing and maintaining routine records related to work performed; type and maintain a variety of lists as assigned. E
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

AA, 48 semester units of higher education, or passage of the CODESP examination

Experience

Experience working with high school youth desired

Licenses and Other Requirements

DOJ and FBI Fingerprint clearance

TB Test documentation within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

- Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
- Safe practices in tutorial center activities.
- Tutorial center procedures and appropriate student conduct.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Operation of a variety of office equipment including a computer.
- Record-keeping and filing techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic computer skills.

Ability to

1. Learn supervision techniques for students with and/or without discipline problems.
2. Maintain firm discipline in a positive manner.
3. Learn specific rules, regulations, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without immediate supervision.
4. Monitor, observe and report student behavior and progress according to approved policies and procedures.
5. Perform a variety of clerical duties including typing, filing and duplicating materials.
Establish and maintain positive cooperative and effective working relationships with teachers, students, administrators, and others.
6. Communicate effectively both orally and in writing.
7. Understand and follow oral and written instructions.
8. Be punctual and have regular attendance.
9. Take initiative.
10. Operate standard office and classroom equipment including a computer.
11. Observe health and safety regulations.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor environment subject to frequent interruptions; changing priorities from time to time.

Physical Demands

- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Reaching overhead, above the shoulders and horizontally, to retrieve and store files.
- Clarity of vision at varying distances to be able to monitor students.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting of objects with a strength factor of light work.
- Sitting or standing for extended periods of time.
- Occasional bending, kneeling or crouching.

SALARY

Pay Range 5