



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 3111
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt
Union Representation: Represented**

Tutor Specialist

GENERAL PURPOSE

Under general supervision, performs a variety of difficult and highly responsible duties in OCDE's Title I-funded program providing tutorial and other educational support services to children residing in group homes throughout the County; participates in the recruitment, employment, training and supervision of tutors; coordinates tutoring services with group home personnel and County agency staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Tutor Specialists are responsible for overseeing and monitoring the delivery of tutoring and other supplementary educational services to children residing in a large number of group homes throughout the County, under the terms of OCDE's Title I-funded program. Incumbents supervise and evaluate the work of tutors and coordinate the delivery of educational support services in cooperation with County agency and group home personnel. Incumbents play a significant role in tutor recruitment, selection, employment and training, ensuring academically well-rounded tutor staff to meet the diverse educational needs of students served.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Participates in coordinating and implementing day-to-day operations of the Title I-funded tutorial and educational support service program for children in group homes; participates in evaluating, revising and implementing program policies, procedures and processes, ensuring compliance with all applicable legal requirements and grant terms and conditions.
2. Coordinates the delivery of tutoring and supplementary education services with group home staff; receives tutoring schedules from agencies; works with agency and group home staff to resolve tutoring schedule conflicts, problems and other issues and obtain all required documentation; collaborates with representatives of County social service and justice agencies on a variety of issues to ensure that needs of children served are met.
3. Supervises, monitors and oversees the work of assigned tutors; through formal and informal means, provides training and coaching on a wide range on instructional and behavior management issues, as well as on effective communications with group home staff; provides guidance to tutors in selecting appropriate materials, developing lesson plans and formulating and writing student educational goals;

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. conducts periodic visits to tutors at group home sites to observe and provide written and oral feedback on methods and techniques used and other aspects of performance; monitors overall work performance of tutors; drafts performance evaluations and recommends disciplinary action if warranted.
5. Participates in the recruitment, screening, interviewing and employment of tutors, in collaboration with supervisor and Human Resources; attends job fairs and coordinates with university internship programs in the recruitment process; maintains an eligibility list and assigns tutors to group home sites; plans and organizes new tutor orientation programs, including library orientations lead by lead tutors.
6. Participates in the planning and organization of in-service training programs and workshops; arranges for guest speakers and tours and makes presentations on instructional and other techniques and methods; keeps current on new training practices, method and materials.
7. Maintains the Title I resource library; determines resource needs, researches instructional and other materials, and purchases new and replacement items; organizes and displays materials for use by tutors; maintains an inventory of resource materials.
8. Plans, organizes, and supervises a summer reading program; researches and selects books and materials for program use; trains and supervises summer program tutors; compiles and organizes data and prepares records, records and reports.
9. Prepares Community Stakeholder Reports regarding group homes served; reports problems observed in group homes to appropriate County agencies; prepares and maintains a variety of other program logs, charts, and reports.

OTHER DUTIES

1. Participates in the selection of student assessment tools to ensure compliance with NCLB requirements; trains tutors on proper methods of administering assessments.
2. Develops and designs student literacy publications.
3. Participates in development and maintenance of the program website.
4. Attends a variety of meetings, seminars, workshops, and conferences.

QUALIFICATIONS

Knowledge of:

1. Resources, methods, and materials used in tutoring elementary and secondary students in a variety of academic subjects.
2. Academic curriculum and subject matter, with proficiency to the secondary level; state academic standards.
3. Instructional principles, methods and techniques applicable to a diverse student population in areas of assigned responsibility, including behavior management techniques.

Knowledge of: (cont.)

4. Group home environment, operations, needs and dynamics; challenges and issues in working with neglected and delinquent youth.
5. OCDE/ACCESS, state and federal policies, procedures, and requirements applicable to areas of assigned responsibility.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
7. Research methods and analysis techniques.
8. Basic principles and practices of effective lead supervision applicable to assigned responsibilities.
9. OCDE human resources policies and procedures.

Ability to:

1. Provide extensive training, information, guidance and coaching to tutors on instructional methods and techniques appropriate for K-12 students with diverse educational needs in group home environments.
2. Observe tutor performance accurately and comprehensively, while taking notes for use in providing performance feedback and coaching.
3. Interpret, apply, explain, and reach sound decisions in accordance with regulations, policies and procedures.
4. Prepare, maintain and submit clear, concise and comprehensive correspondence, reports, and other written materials.
5. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
6. Remain calm and maintain empathy in emotionally charged situations and role-model constructive responses to conflicts and behavioral problems.
7. Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.
8. Communicate clearly and concisely, both orally and in writing.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, tutors, students, group home staff, representatives of County social service and justice agencies, and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in education, social sciences or a closely related field; and at least one year of responsible academic tutoring experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 20 pounds from ground, waist and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; observe and interpret people and situations; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work on multiple concurrent tasks with constant interruptions, and interact with OCDE management, tutors, students, group home staff, representatives of County social service and justice agencies, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. The employee is occasionally exposed to outside weather conditions. Work requires driving to group home locations throughout the County.