

LEARNING FACILITATOR

REPRESENTATIVE DUTIES

Tutors students from diverse backgrounds in content of specific courses and/or study skills on a one-to-one or small group basis; identify problem areas on subject matter, simplify concepts to assist in learning material, review and help clarify lecture materials; assists instructors in implementing educational plans; prepares teaching aids and instructional materials; conducts examination review and study sessions; conducts meetings with certificated staff members regarding progress of students; administers and scores tests; prepares and submits reports as required; prepares schedules and makes appointments; attends staff meetings and training sessions as necessary; performs record keeping responsibilities; performs related duties as required.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to an Associates level of college training and/or satisfactory completion (grade A or B) of the courses the incumbent is instructing in.

Knowledge and Abilities

Knowledge of: principles of tutoring at the college level; proficient level of understanding in subject area; good written and oral communication skills; record keeping.

Ability to: establish and maintain effective relationships with students and instructors; able to communicate difficult concepts with patience and desire to help the student.