

LEARNING SPECIALIST

CLASS SUMMARY

Under general supervision – tutors disadvantaged students; performs related duties as required.

REPRESENTATIVE DUTIES

Tutors disadvantaged students on a one-to-one basis in English, mathematics, reading and such fields as electronics and business; prepare material through translation; assesses needs of targeted student population; may perform outreach activities to the public about the college's programs and courses of study; may give students information about college procedures such as registration.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Coordinator of New Horizons and tutors disadvantaged students.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to experience in speaking and reading English and utilizing mathematics at the level of an A.A. degree; and equivalent experience in speaking the native language of the targeted population.

Knowledge and Abilities

Good Knowledge of: written and spoken English, grammar and mathematics.

Knowledge of: principles of tutoring and assisting students in reading and writing; college procedures and policies; the culture and the special needs of the targeted student population.

Ability to: read, understand and explain college coursework such as electronics, accounting and typing to students; establish and maintain effective relations with students; learn and explain operation of equipment used in college courses; learn, understand and explain college procedures and regulations; explain meanings, grammar, punctuation and spelling; maintain a proper learning environment; communicate effectively; be sensitive to students with special needs.

Skills: oral and written proficiency in the native language of the targeted student population as measured by biliteracy tests.