

Tutor Connection Specialist

Purpose Statement

The job of Tutor Connection Specialist is done for the purpose/s of coordinating the tutorial program and related activities for the Foster Youth Services Program and/or McKinney Vento Homeless Education Services Program; providing information to others; and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Assists in the evaluation of The Tutor Connection Program, grants, in-service programs for the purpose of ensuring these programs are within the guidelines and are meeting the needs of students.
- Collaborates with others (e.g. district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. caregivers, community agencies, courts, minor's counsel, advocates, schools and districts, etc.) for the purpose of ensuring services for students are delivered in a comprehensive manner.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to colleges and universities (e.g. future teachers have the knowledge of supporting educationally foster/homeless students, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Provides training and technical assistance to staff personnel for the purpose of ensuring accurate information regarding students in foster care/homeless is established.
- Serves to assist the implementation of The Tutor Connection Program in partnership with local universities for the purpose of ensuring the guidelines of the program are being followed.
- Supervises volunteer tutors for the purpose of overseeing their activities with students in foster care.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; conducting meetings; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; age appropriate activities; business telephone etiquette; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. The job is performed under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 30

Personnel Commission Approved: October 19, 2016