

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: ABE/GED Tutor Trainer **DATE:** June 26, 2013
REVISED: August 13, 2014

REPORTS TO: Adult Education Administrator **APPROVED BY:** Board of Directors

JOB SUMMARY: Coordinate, supervise and trains volunteer tutors/and AmeriCorps volunteers for the Midwestern Intermediate Unit IV sponsored adult education programs in order to ensure the federal programs purpose.."to improve educational opportunities for adults who lack the level of literacy skills requisite to effective citizenship and productive employment, to expand and improve the current system for delivering adult education services..., and to encourage the establishment of adult education programs..." (Public Law 100-297 Sec. 311.)

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Recruit and train tutors to work in ABE/GED class settings at various sites in Mercer County.
2. Maintain records, certificates and reports for each tutor training.
3. Evaluate and select tutor trainer materials and textbooks.
4. Attend staff meeting, staff development workshops and leadership activities as provided for in the program plan and budget.
5. Seek guidance from PDE support professionals and uses the grant as a guide to set up the tutoring program using current program philosophy in facilitating the process of helping adults learn. Must have a training plan in writing for various stages of trainings.
6. Maintain statistical information on all tutors: pertinent personal information for emergency contacts, hours of training, and phases of training, site assignments, and materials used at tutoring sessions, levels of training.
7. Support teaching staff as needed.
8. Assist the Program Administrator as needed in administering the TABE Test and updates student files with case notes.
9. Develop relationships with various community partners to establish a pull of tutors and outreach for the ABE/GED Adult Education Program.
10. Maintain accurate, complete, and updated records. Submit time, payroll, employee data and student data forms in a timely manner.
11. Attend various staff, community and program meetings for program improvement and information.
12. Perform other duties as assigned by the Adult Education Administrator.

QUALIFICATIONS:

- Proper Pennsylvania Teacher's Certification required.
- Master's Degree in Education required
- Must have valid driver's license

- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

All Midwestern Intermediate Unit IV ABE/GED Tutor Trainers will be employed as short-term, temporary employees, renewable annually based on satisfactory professional performance and program needs (July 1-June 30). The number of hours of work per week will be determined based upon enrollment and need.

Hourly compensation will be provided for these services as established by Midwestern Intermediate Unit IV.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

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