



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: HOMEWORK CENTER/TUTORING PROGRAM SUPERVISOR
REPORTS TO: School Principal **SITE:** All Schools
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** School Days Only; 18.75 hrs/wk
SALARY: Range 36 – Classified Salary Schedule 2015-2016
APPROVED BY THE BOARD OF TRUSTEES: June 23, 2016

JOB SUMMARY:

Under general direction of assigned management employee and with the guidance by the Library Media Technician, the Tutoring Program Supervisor tutors students and /or assists other student learning activities and experiences, including organizing and conducting classes, program activities and events, and monitoring of students.

ESSENTIAL FUNCTIONS:

1. Assist tutoring of students in academic subjects, such as reading, writing, math, and other areas.
2. Assist planning and implementing of academic, enrichment, health, and recreational extra-curricular after school learning experiences for students.
3. Work effectively with students in extended learning activities and assist with behavior management, discipline, interpersonal actions, and act as a role model.
4. Collaborate with the athletic director and coaches to provide tutoring before late practices and to help student athletes to meet or maintain eligibility requirements for athletics.
5. Help mentor students in a variety of learning and life experiences.
6. Support environments that are safe, healthy, and conducive to student learning; and support development of study skills.
7. Participate in staff training and professional development opportunities.
8. Provide instruction on the use of computers in the library and basic technical support to students using personal computer workstations.
9. Recruit, train, and monitor student tutors; and publicize drop-in tutoring program to students, parents and teachers on an ongoing basis.
10. Work with counseling and administration to identify and coordinate tutoring for targeted students, identifying student subgroups as needed per LCAP goals; and oversee tutoring program budget.
11. Provide outreach to students in need of tutoring (again for targeted students).
12. Collect and monitor attendance. Develop and implement a plan for enforcing attendance for students with tutoring contracts.
13. Conduct parent meetings with students with tutoring contracts to clarify expectations and identify goals, as needed.
14. Monitor Tutoring Center to assure a safe and productive environment.
15. Communicate with teachers and other faculty around student efforts to make-up work, etc.; and gather data to evaluate effectiveness or after-school programs, and share outcomes with relevant stakeholders.
16. Hold monthly meetings with after school staff.
17. Establish volunteer tutoring program and track community service hours.
18. Organize field trips and guest speakers.
19. Organize celebrations and semester incentive rewards.
20. Order supplies and purchase snacks.
21. Performs other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.

- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- AA degree and/or equivalent experience.
- Advanced knowledge of Google Docs and all Microsoft Office products.
- Strong interpersonal, leadership and student supervision skills.
- Experience working at a school site.
- Excellent verbal and written skills.

KNOWLEDGE OF:

- Techniques, methods and strategies of tutoring high school students.
- Student learning activities, such as academic achievement, educational enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, and cultural groups and events.
- Techniques and methods of student supervision and behavior management.
- Cultural and physical differences and needs of children in assigned activities.
- Basic computer and technology applications.
- English usage, spelling, and writing.
- Familiar with and stays current with web based and digital/software resources to support the research process.
- Skills and experience to provide instruction on the use of computers in the library and to perform basic technical support to students using personal computer workstations.

EXPERIENCED WITH:

- Work effectively with high school students of differing abilities and backgrounds.
- Establish and maintain effective working relations with program and school personnel.
- Learn basic first aid and safety requirements.
- Communicate effectively in oral and written expressions.
- Physically perform job tasks.
- Follow directions and function within school policies and procedures.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Ability to sit, stand, kneel, stoop, reach, twist, walk, move carts, and grasp in order to shelve and retrieve books and materials.
- Ability to operate a computer keyboard and calculator.
- Ability to reach to selves for placement of light-to-medium weight objects (less than 40 pounds).
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to sit for long periods of time.

OTHER REQUIREMENTS:

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.