



Adult Learning Center Tutor

Purpose Statement

The Adult Learning Center Tutor provides targeted instructional support to adult learners, applying current research and theory to enhance the instructional program. This role involves planning and implementing lessons based on the objectives of the division and school, as well as the specific needs and abilities of the assigned students. The tutor establishes and maintains effective relationships with students, peers, and parents to foster a positive learning environment.

Supervisory Relationship

Reports to: Adult Learning Center Director and Coordinator

Essential Functions

- **Communication and Collaboration:** Work collaboratively with agencies, colleagues, supervisors, and students to support educational goals.
- **Student Orientation:** Guide students through appropriate programming options and pathways.
- **Individual Education Plans:** Develop tailored education plans based on TABE or BEST testing results.
- **Instruction Delivery:** Provide both group and individual instruction tailored to student needs.
- **Progress Documentation:** Regularly document and evaluate student progress.
- **Record Maintenance:** Keep accurate student records, including attendance and performance.
- **Instructional Services:** Provide or facilitate all necessary instructional services to achieve educational goals.
- **Data Management:** Maintain precise records to support required LACES data.
- **Resource Management:** Research and request necessary instructional resources.
- **Correspondence Generation:** Produce all necessary correspondence to assist clients in achieving their goals.
- **Professional Development:** Participate in mandatory and position-appropriate training as required by the district.
- **Instructional Supervision:** Oversee instructional methods, materials, and evaluations to ensure quality education delivery.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment and software applications.
- Plan and manage projects and instructional activities.
- Prepare and maintain accurate records.

Knowledge

- Basic math, including fractions, percents, and ratios.
- Effective instructional techniques and high school curriculum.
- Behavior and crisis management techniques.

Abilities

- Schedule and manage multiple activities and meetings.
- Work independently and with diverse groups.
- Adapt to changing priorities, maintain confidentiality, and solve problems.
- Communicate positively and build effective relationships with teachers, staff, and students.

Responsibility

Work under limited supervision, following standardized practices. Lead, guide, and coordinate others within the educational setting. Operate within a defined budget. Continuously impact the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling; significant fine finger dexterity. Generally, 50% sitting, 25% walking, and 25% standing. Work performed under conditions with some exposure to risk of injury and/or illness.

Experience

Job-related experience with teaching adults

Education

Bachelor's degree required, in education preferred

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SL

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