

**Tutor (IVC-English Language Center ELEVATE AAPI)
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=228936>

Downloaded On: May. 9, 2024 4:24am

Posted Jan. 16, 2024, set to expire May 17, 2024

Job Title	Tutor (IVC-English Language Center ELEVATE AAPI)
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jan. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Tutor--IVC-English-Language-Center-ELEVATE-AAPI-_REQ11939

Apply By Email

Job Description

Title:Tutor (IVC-English Language Center ELEVATE AAPI)

Job Category:NBU

Job Opening Date:January 16, 2024

Job Closing Date:June 30, 2024

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Locations:Irvine Valley College

Department:

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Type:Hourly

Hours Per Week:0

Job Description:

Please indicate what specific subjects that you are interested in Tutoring in your application.

SUMMARY DESCRIPTION

To provide instructional support and assistance to students in various subjects; help students understand course materials, improve their study skills, and enhance their overall academic performance.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide one-on-one or group tutoring sessions to students enrolled in academic courses.
- Assist students in understanding and mastering course content, including concepts, theories, and problem-solving techniques.
- Help students develop effective study strategies and time management skills.
- Evaluate students' strengths and weaknesses to tailor tutoring sessions to their specific needs.

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- Clarify complex topics, provide additional explanations, and assist students in formulating responses to questions.
- Provide strategies and techniques for understanding and preparing for assignments, prompts, and exams.
- Foster a positive and supportive learning environment for students to become independent learners and thinkers.
- Monitor students' progress and provide feedback to help them track their improvement.
- Collaborate with faculty to ensure tutoring sessions are in alignment with course objectives.
- Stay up to date with the curriculum and materials used in the tutored courses.
- Maintain accurate records of tutoring sessions, student attendance, and progress.
- Follow District and college policies and procedures, including maintaining confidentiality of student information.
- Participate in tutor training programs and professional development activities as required.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Strong organizational skills to keep track of tutoring sessions and student progress.
- Strong knowledge and understanding of the subject(s) being tutored.
- Instructional technologies and online tutoring platforms.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Interpersonal skills using tact, patience, and courtesy.
- Techniques to facilitate effective interaction with people on an individual or group basis.

Ability to:

- Demonstrate excellent communication and interpersonal skills.
- Explain complex concepts in a clear and concise manner.
- Abide by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations, including FERPA and ADA.
- Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

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- Develop, maintain, and foster effective working relationships involving interactions and communications with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.
- Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; effectively present information to students, staff, or the public; provide excellent customer service.
- Demonstrate patience and empathy when working with students of diverse backgrounds and learning styles; work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities.
- Exercise good judgment, discretion, and personal initiative in resolving situations, according to established policies and procedures; use sound judgment in recognizing scope of authority.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Attend and participate in trainings, meetings, workshops, and conferences; attend and participate in diversity, equity, and inclusion trainings and events; maintain compliance with online coursework and other mandatory trainings and certifications as directed by supervisor.

EDUCATION AND EXPERIENCE GUIDELINES

AA degree in the subject area or a related field or a current student within SOCCCD. Prior tutoring or teaching experience is preferred, but not always required.

For Saddleback/Irvine Valley College students, please attach an unofficial transcript, statement of interest specifying the subject you are interested in tutoring, and faculty recommendation letter. Resume and cover letter are optional.

For non-Saddleback/Irvine Valley College students, please attach transcript, statement of interest specifying the subject you are interested in tutoring, letter of recommendation, and resume.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. At least minimal environmental controls to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

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The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

DISABILITY ACCOMMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources (DHR) office upon request.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

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EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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