

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: STUDENT TUTOR

TITLE #: 1655

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting a certified teacher in the instruction of educationally disadvantaged children. Employees in this class, limited to high school students, supplement normal classroom instruction by tutoring grade school children on a one to one basis after the normal school day. All work is performed under the supervision of a certified professional. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with individual pupils on a one to one basis to supplement and review normal classroom instruction;

Provides classroom teacher with progress reports on students tutored;

Attends conferences with teachers to learn instructional techniques;

Utilizes special skills or characteristics to relate to grade school students;

Performs miscellaneous clerical tasks and errands related to the instructional process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Awareness of instructional techniques; awareness of the development and use of instructional materials; ability to relate to grade school pupils; good knowledge of the subject matter of elementary education; working knowledge of instructional materials available; ability to maintain discipline; ability to speak clearly and with good diction; ability to write legibly; dependability; good judgment; patience; creativity; initiative and resourcefulness; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

JURISDICTIONAL CLASSIFICATION: Labor

ADOPTED: Unknown

REVISED: 6/6/75

REVISED: 12/01/97