

**College of the Siskiyous
Job Description**

Job Title: Skills Center Specialist

FLSA: Non-Exempt

Group: Classified

Salary Class: B

Salary Schedule: Classified

Job Summary

Under the general direction of a Lab Supervisor, assist in tutoring students, preparing and distributing instructional materials in a specialized and assigned area.

Class Characteristics

Perform varied instructional services related to tutoring students and preparation and distribution of instructional materials and equipment. Receive limited supervision within a broad framework of standard policies and procedures.

Essential Duties and Responsibilities include the following

Perform one on one tutoring services with Learning Disabled and ESL students with intermediate and advanced English skills, including required lab work and computers; sign-off completed work. Assist certificated staff by working, upon request, with small groups of students or with an individual student in a specific area.

Print material and create documents needed by the Instructor; maintain tracking of paperwork upon completion of printing.

Develop individual lesson plans for one on one tutoring; prepare folders/prescriptions for reading lab students, writing lab students and other specific areas; grade papers and enter grades into the computer.

Schedule and provide financial aid test, figure results and report findings to Financial Aid, where appropriate. Maintain required records of progress and share those records with the instructor and/or supervisor.

Provide assessments in specific area; recommend placement for students in work place and/or classes.

Work with instructor/supervisor concerning instructional materials and equipment needs for assignment; lay out materials and equipment.

Provide training and direction to ESL students with intermediate to advanced English skills; oversee and assess performance of students.

Set-up work areas and prepare materials and equipment needed; assist students with paperwork from other departments.

Maintain level of proficiency in the assigned area.

Understand and operate computers and computer software; learn new programs; troubleshoot and inform reading lab personnel where appropriate, with computer software.

Assist in performing clerical tasks such as typing, filing work processing, and records of attendance.

Maintain an inventory of instructional supplies and materials and arrange for and operate audiovisual equipment.

Confer with instructor(s) and or supervisor on a regular basis regarding services, activities and progress in assigned area.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of experience and training equivalent to the completion of two years of college level course work in the instructional area which assigned and one to two years of recent experience which provided knowledge and skills in planning, developing, and preparing for an instructional program.

Knowledge: Knowledge of the basic functions and procedures associated with a classroom environment including learning, motivation and perceptions; instructional materials and objectives used at specific levels; application of instructional materials and equipment as they apply to individual differences; basic needs and requirements of students in the area to which assigned; basic arithmetic concepts; basic clerical skills; computers.

Ability: Ability to work under supervision; demonstrate an understanding, patient and receptive attitude toward learning; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness; perform simple clerical tasks and operate standard office machines and audiovisual equipment; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate technological equipment; communicate satisfactorily in both oral and written form; meet requirements associated with the tasks; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or walking; periodic handling of light to moderate weight parcels or supplies. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.