JOB DESCRIPTION

JOB TITLE: Developmental Education Teaching Assistant

REPORTS TO: Teaching-Learning Center Coordinator

BASIC FUNCTIONS: Assists the TLC Coordinator in teaching and tutoring Developmental education students and provides administrative support.

CLASSIFICATION: Managerial/Technical Personnel

DUTIES AND RESPONSIBILITIES:

1. Administers required tests and verifies that students have been tested using the correct instrument and have followed the appropriate testing procedures and protocols.

2. Oversees and maintains databases to verify attendance in developmental education courses.

3. Schedules an adequate number of day and evening activities so that the majority of student needs, campus location needs, space availabilities, and times are accommodated.

4. Conducts workshops for all levels and categories of students within the educational framework of the campus location.

5. Assists the TLC Coordinator in marketing the services offered by the TLC and building collaborative relationships with campus faculty and staff.

6. Establishes contact with referred students and arranges regularly scheduled tutoring sessions for developmental education students.

7. Provides individual and small group tutoring to students.

8. Maintains accurate records of tutoring and workshop activities.

9. Consults with TLC Coordinator and/or faculty concerning students’ lack of progress and, when appropriate, makes suggestions of methods for providing assistance to students.

10. Assists students in developing study skills and appropriate study habits for college-level coursework.

11. Evaluates and recommends tutoring materials.

12. Maintains confidential and sensitive information.

13. Visits and collaborates with developmental education instructors to inform them of available tutoring assistance and services.
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14. Collaborates with the Office of Disabilities Services to ensure accommodations are sufficient for students with disabilities.

15. Assists the Office of Disabilities Services as a reader for test taking students.

16. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Bachelor’s degree in English, reading, math, education, or related field from a regionally accredited institution required. Classroom teaching, one-to-one tutoring and computer experience preferred.

file: Developmental Education Teaching Assistant formally Adult Education/Teaching Assistant (Half-time) previously Adult Education & ESOL Tutor (Half-time)
new: 7/14/08; revised & title changed 11/29/10; revised/title changed & status changed to FT 6/30/14; revised 9/28/15