



Job Title: Instructional Support Specialist

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 104
FLSA Status: Non-exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position provides tutoring and coaching services to students in a variety of academic areas. Duties include: working with individual students and with small groups of students in classes and in private; working with students who are intellectually disabled and their disability accommodations; administering tests; monitoring and scheduling students; providing oversight of related assignments; compiling and delivering instructional materials and course content; facilitating and coordinating with faculty; and maintaining records of student progress.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Tutors students in small groups or one-on-one formats including: assessing student needs in order to facilitate and maximize tutoring sessions; proofreading written work prepared by students; building skills for subject; building skills in organizing, studying, test taking and time management; obtaining and utilizing appropriate course materials such as the course syllabus; and performing related duties.
- Assists students with interpreting and understanding instructions and written feedback.
- Provides student support services which includes: scheduling sessions; administering tests; compiling instructional materials to be used in the tutoring process; and performing related duties.
- Explains materials and encourages students through coaching in individual and group settings; engages student in completing assignments; and coordinates with faculty.
- Creates and delivers workshops.
- Maintains learning spaces.
- Maintains student records, evaluations, and reports.
- Participates in related College and community events.
- May assist in hiring, checking references, onboarding, training and oversight of other workers.
- May assist in office support such as copying, ordering supplies, and filing.
- Performs other duties as assigned.

Prepared: February 2023

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; two (2) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Student assessments;
- Tutoring;
- Adult learning;
- Special education depending on assigned area;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Providing customer service;
- Organizing;
- Using Word, Excel, PowerPoint, Acrobat, and OneDrive;
- Utilizing Zoom;
- Maintaining an appropriate learning environment in class and in coaching sessions;
- Maintaining student records, both manually and electronically; and
- Communication and interpersonal skills as applied to interaction with assigned workers, coworkers, supervisors, faculty members, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Work with intellectually disabled students; and
- Work with students of diverse backgrounds in group settings.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>

Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.