

Job Title: OPS Instructional Support Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents provide tutoring and coaching services to students in a variety of academic areas. Responsibilities 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; monitoring and scheduling students; oversight of all assignments; compiling and delivering instructional materials and course content; facilitating and coordinating with faculty; and maintaining records of student progress. A qualified applicant will complete a cover letter, a resume, and an application.

Requirements:

Education:

Associate's degree preferred.

Experience:

Two years related experience.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

Recordkeeping principles.

Computers and related software applications.

Skills:

- Strong organizational and recordkeeping skills (both manual and electronic)
- PC Computer skills
- Basic Skill Level in Word, Excel, PowerPoint, Acrobat, and OneDrive

- Intermediate Zoom skills.
- Ability to effectively work with intellectually disabled students to explain materials and complete assignments through coaching in individual and group settings.
- Ability to work with students of diverse backgrounds in group settings.
- Maintaining an appropriate learning environment in class and in coaching sessions.
- Maintaining student records.
- Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisors, faculty members, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Tutors students in small groups or one-on-one formats, which involves: assessing student needs in order to facilitate and maximize tutoring sessions; proofreading written work prepared by students; obtaining and utilizing appropriate course materials, such as the course syllabus; and performing related duties.	Daily 60%
2.	Assists students with interpreting and understanding instructions and written feedback.	Daily 20%

These duties are a representative sample; position assignments may vary.		Potential Frequency
3.	Provides student support services which includes administering tests; compiling instructional materials to be used in the tutoring process; and performing related duties.	Daily 10%
4.	Maintains student records, evaluations, and reports.	Daily 10%
5.	Performs other duties of a similar nature or level.	As Required

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