

Job Title: OPS Senior Instructional Support Specialist

Compensation: \$19.14 - \$19.14

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 6

**Position Summary:**

Incumbents develop and maintain tutoring support lessons and materials for courses and promote tutoring services. Responsibilities may include developing resource materials for tutors; tracking tutoring services; training less experienced tutors; specializing in unique tutoring services (eg. learning disabilities); and performing the duties of the lower level.

**Requirements:**

**Education:**

Bachelor's degree.

**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:**

- Applicable subject matter(s);
- Educational plans and material development principles;
- Education principles and practices;
- Applicable technologies related to subject material;
- Basic training principles;
- Recordkeeping principles;
- Computers and related software applications.

**Skills:**

- Educating students;
- Working with students of diverse backgrounds;
- Preparing educational plans and materials;
- Maintaining an appropriate learning environment;
- Maintaining student records;
- Training staff on work methods;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, 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.

**License:**

Some positions may require further Health licenses.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Monitors the performance of lower level staff and trains staff on work methods and procedures.	Daily 20%

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2.	Reviews and interprets student needs; develops educational plans and provides referrals in accordance with student needs.	Daily 20%
3.	Tutors students in 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. Incumbents provide complex tutoring sessions requiring catering or disability accommodations.	Daily 50%
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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