

**SAVANNAH TECHNICAL COLLEGE  
LEARNING ENRICHMENT CENTER (LEC)**

**PROFESSIONAL TUTOR**

**REPORTS TO:**

Director of Career Assessment and Learning (CAL)

**JOB SUMMARY**

Professional Tutors work with adult students. Tutors will implement a method which focuses on teaching learning strategies so that students will be able to learn successfully without a tutor. Once hired and trained, Professional Tutors will be assigned students as they request tutoring from the Learning Enrichment Center (LEC).

**JOB RESPONSIBILITIES:**

- Inspire, motivate, and encourage all students.
- Arrive at every session early and create a productive tutoring atmosphere.
- Learn and follow the strategic tutoring method to achieve the goals in each student's tutoring program. Address students' immediate educational concerns at each session, while adhering to the strategic tutoring method.
- Teach students helpful learning strategies through their homework assignment. Keep "back-up" material on hand in case students don't bring homework.
- Keep a written record of students' progress, feedback and school performance.
- Communicate with parents and teachers via email/phone/mail, as required.
- Communicate with LEC via face-to-face/email/phone/mail, on a daily basis or as required.
- Complete online timesheet in accordance with standard operating procedures.
- Inform LEC Staff immediately of any needs, problems or successes in tutoring sessions, as well as discrepancies in time worked.
- Maintain absolute confidentiality of all students' academic and personal information.
- Attend all required training and staff meetings.
- Promote the LEC mission, philosophy and values in all interactions with students, parents, school staff and others.
- Other responsibilities as assigned.

**CHARACTERISTICS:**

- Professionalism. Extensive knowledge of relevant subject matter
- Commitment to self improvement, open to constructive feedback
- Punctuality and ability to follow procedures
- Confidence when working with students. Respect for and rapport with students

- Flexibility, initiative and problem solving skills
- Strategic approach to tutoring
- Thorough and organized recordkeeping ability
- Ability to build the LEC team and contribute to a positive work environment

MINIMUM QUALIFICATIONS:

- Bachelor's degree, Master's preferred
- One year of relevant teaching or tutoring experience
- Email and Internet skills
- Daily access to the internet

DESIRED QUALIFICATIONS:

- Master's Degree and/or Teaching Certificate