

TUTOR-STUDENT PLACEMENT SPECIALIST

CODE NO. 5-20-012
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing school districts and/or individual students with tutors for students who, due to hospitalization/health needs, change in residence, educational needs, etc., must be absent from school for an extended period of time. Duties include planning and facilitating the scheduling of tutors with students, the training of tutors on procedures, and managing the student/staff databases relating to the tutorial program. The employee reports directly to and works under general supervision of a higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assigns appropriate tutors to students based on tutor's background and student's needs after receiving tutor requests from school districts and students and reviewing the Individual Educational Plan (IEP) developed for the student;

Coordinates exam administration and schedules proctors for state mandated exams;

Assigns daily student activity requests to the appropriate tutor;

Assists with on-going program/service development;

Assists with training staff on procedures and electronic communication;

Acts as a resource for other school districts regarding information relating to the tutorial program;

Presents tutor with alternate training/teaching material formats;

Maintains electronic and manual files, including confidential student and staff files, and enters data relating to student history, case updates and electronic correspondence;

Maintains electronic IEP's and enters any changes in data;

Researches and develops electronic forms;

Develops marketing tools to meet department needs;

Resolves any related issues such as tutors not responding to requests for submission of homework assignments, and inability to contact students;

Compiles information, electronically produces student/school reports, and provides school districts with reports regarding student's progress, attendance, etc.;

Develops brochures regarding program and provides them to school districts;

Maintains student classroom billing records;

Maintains department attendance records;

Responds to incoming department inquiries regarding the program;

Participates in staff meetings.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS Good knowledge of available teaching materials and different formats they can be presented in; ability to assign appropriate tutor to student based on student's needs and tutor's expertise; ability to operate a computer, develop and maintain databases, and accurately keep student records updated; ability to communicate both orally and in writing; ability to electronically develop brochures and other forms; ability to problem solve related issues; ability to assist in training of staff on procedures and the utilization of computers ; ability to coordinate examination schedules and assign proctors; ability to accurately enter data on computer; ability to market tutorial program; good judgement and resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of full-time or its part-time equivalent professional* experience assigning tutors to students, teaching or tutoring, public relations or marketing, or public contact**; OR,
- (B) Four (4) years experience as described in (A) above.; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Communications, or Marketing;
- (D) Any equivalent combination of training and experience defined by the limits above

*professional experience does not include clerical or secretarial experience

**public contact work involves substantial face-to-face or telephone communication with adults (age 12+) involving persuasion, teaching, negotiation, explaining, counseling, and similar activities. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 1, 2003