DESCRIPTION:

Under supervision of the area administrator, this position supports students, faculty, and instruction in an academic learning environment. The Academic Support Specialist will be both a subject matter expert in a particular academic subject and also an expert in teaching and learning. Support activities may include tutoring, creating learning groups, delivering workshops, deploying teaching and learning technology, and responding to student needs using best practices.

REPRESENTATIVE DUTIES:

- Provides academic support services to students, including individual and group tutoring in a variety of subject areas; develops small learning groups to strengthen math, English, or ESL skills; and designs and delivers workshops to supplement classroom activities and improve student success.

- Assists academic staff in the implementation of curriculum by performing specific instructional tasks, such as checking educational materials and equipment in and out, reviewing instructional materials, compiling student scores, and instructing students in the operation of educational equipment.

- Using guidance from instructors, develops tutoring lesson plans and delivers support that aligns with the classroom curriculum and reinforces lessons and skills.

- Reinforces instruction and assists students through a variety of means including tutoring, repetition and drills, and additional exercises and lessons for individuals and groups of students in reading, language, writing, mathematics, and in other subjects according to instructions and guidance from, and in collaboration with, instructors.

- Assists students in the use of computer software important to education, like email applications, word processing, and course management software; demonstrates computer programs and software applications to students; assists students in the use of equipment, computer programs, and Internet resources.
Assists students in selected subjects for remedial, supplemental, or enrichment purposes; observes progress of students and shares observations with instructors.

Administers, proctors, and scores tests, quizzes, assignments, and assessments as appropriate and in accordance with established protocols and scales.

Orients students to available programs, services, and learning resources.

Researches best practices on teaching and learning and, in collaboration with instructors, prepares instructional, enrichment, and motivational materials.

Strives to maximize self-reliance of students in activities utilizing accepted principles of learning theory and motivation.

Maintains student records, monitors student progress and attendance; performs record-keeping activities.

Provides individualized assistance in the completion and understanding of work assignments.

Assigns work stations, folders, books, equipment, and materials to students according to established procedures.

Works in collaboration with faculty and administrators to meet students’ tutorial needs.

Coordinates learning activities with the tutorial services coordinator and other appropriate instructional and student support personnel from throughout the college.

Supports daily activities to ensure effective and efficient operations.

Supports the development, analysis, and assessment of Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) to ensure the measurement and improvement of program effectiveness (Program Planning and Assessment), and, in collaboration with supervisor, implements program modifications as necessary.

Performs related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**KNOWLEDGE OF:**

- Best practices in serving the needs of adult and under-prepared students.
- Teaching and learning principles and practices.
- Computers and various application and instructional software programs, as well as other technologies applicable for use in college classes.
- Leadership and communication skills.
- Workshop organization and meeting facilitation practices.
- Community college-level subject content, especially in English, math, or ESL.
• Problem solving and study skills.
• Record-keeping and maintenance techniques.
• Developmental education or a related area.
• Oral and written communication and team building skills.

SKILLS AND ABILITY TO:

• Work collegially with faculty to foster student success.
• Tutor students individually and in groups.
• Effectively integrate technology to enhance student services and data collection.
• Use correct English, grammar, spelling, punctuation, and vocabulary.
• Apply effective office practices and procedures and provide instruction in the use of equipment and software.
• Learn and apply pertinent procedures and curriculum quickly and without immediate supervision.
• Establish and maintain cooperative and effective working relationships with others.
• Actively attract and engage students in their own learning.
• Use effective and innovative teaching methods, instructional design, and assessment strategies.
• Adapt instructional techniques to accommodate varied learning styles and abilities.
• Work independently with little direction.
• Plan and organize work in a support team educational environment.
• Perform data analysis and prepare comprehensive reports and records.
• Maintain confidential information and accurate records.

EDUCATION AND EXPERIENCE:

A bachelor’s degree and two years’ experience working in an instructional setting with students who have basic skills needs.

Recent experience in providing academic support within a learning lab, learning resource center, or tutorial services is desired.

LICENSES AND OTHER REQUIREMENTS

Valid California driver’s license as required by position.

PHYSICAL EFFORT/WORK ENVIRONMENT: Office and learning lab environment; driving a vehicle to conduct work; constant interruptions; dexterity of hands and fingers to operate a computer keyboard, or adaptive equivalent; sitting or standing for extended periods of time.