

## Part-Time Staff: Learning Center Instructor/Tutor

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**Department:** Student Services

**FLSA Status:** Classified

**Grade/Level:**

**Work Schedule:** 8-12 hours per week, preference for evenings academic year and daytime summer hours (flexible/remote hours possible)

**Job Status:** Part time, Temporary, Grant-Funded

**Reports To:** Director of Student Success and Retention

**Amount of Travel Required:** Limited travel

**Positions Supervised:** None

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions of the Learning Center Instructor/Tutor:

- Responsible for teaching Adult Basic Education, pre-high school equivalency and and GED/HiSET courses using instructional methods geared toward the adult learner in both classroom and individual instructional settings. Instruction may be provided in-person or remotely.
- Support the learning needs of culturally/socio-economically diverse and multi-skill level students, preparing students to pass the HiSET/GED tests and/or enhance basic education or employability skills.
- Administer Test of Adult Basic Education (TABE) placement tests (in-person and remotely), CLEP tests, and other exams requiring a proctor. Provide data entry services for those tests when necessary.
- In collaboration with the Director of Student Success and Retention and other AE instructors, complete and maintain appropriate student registration, attendance, and assessment records, and ensure timely submission of data to state reporting system.
- Provide accurate information about Adult Education and high school equivalency programs at Miles Community College.
- Assist the Director of Student Success and Retention with the administration of new student orientation programs, to include placement testing and basic college and career advising.
- Schedule times and conduct remote and in-person tutor sessions with Adult Education learners and/or English as a Second Language (ESL) students.
- Use multiple channels of communication to connect with AE students and others served by the Learning Center.
- Organize, and maintain up-to-date electronic and paper records.
- Interact professionally with staff, faculty, students, parents, and WIOA/AE core partners.
- Perform other duties as assigned by the Director of Student Success and Retention.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional student situations; Responds promptly to student needs; Meets commitments.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing Classes - Makes self available to students; Provides regular performance feedback; Develops students' skills and encourages growth; Improves processes, products and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules students and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works effectively.

- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

**Education:** Bachelor's Degree required, preferably in Education, or related field. Current Montana teaching license preferred.

**Experience:** Demonstrated experience in one or more of the following: teaching, advising, tutoring, retention or mentoring roles. Demonstrated teaching experience or educational background in math at the middle and high school levels, including algebra. Strong computer experience, including web navigation, with the ability to instruct others in a variety of computer and internet programs, is required. Experience delivering online instruction in a virtual setting preferred. Proficiency with Microsoft Office suite, Student Information System, and Learning Management System experience preferred.

**REVIEWED BY (SUPERVISOR SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY (EMPLOYEE SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.