

**NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA**

JOB DESCRIPTION

TITLE: Part-Time Learning Center Tutor/Specialist

DIVISION: Academic Services

BASIC FUNCTION: Day and evening hours, up to 25 hours per week.

To provide instructional support service to credit students, students on special schedules, and high school credit students.

QUALIFICATIONS:

Required - Associate's degree.
Basic computer skills.

Preferred – Bachelor's Degree, or annual progress towards the completion of a Bachelor's Degree.
Secondary teaching certificate in major academic area.
Teaching license with multiple approval areas.
Two years teaching experience.
Bilingual in English and Spanish languages.

Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.

SUPERVISOR: Learning Center/Alternative High School Director

DESIRED QUALITIES AND CHARACTERISTICS:

1. Good oral and written communication and math skills.
2. Ability to explain concepts at a variety of levels.
3. Ability to work independently.
4. Ability to provide supervision.
5. Ability to demonstrate professionalism in dealing with students.
6. Computer proficiency.

DUTIES/RESPONSIBILITIES:

1. Administer, score, and/or interpret results of various assessments.
2. Carry out duties without detailed, day-to-day supervision.
3. Maintain Iowa teaching license if applicable.
4. Provide individualized tutorial and/or small group instruction in the area of high school course work, full time instructional programs, and/or developmental education studies.
5. Provide accommodation for special-needs students, such as reading exams and recording responses.
6. Supervise the instruction of students in independent or specially scheduled course work.
7. Assist students in the computer lab.
8. Revise curriculum and rewrite tests as needed, as well as develop curriculum and write assessments for expanded course offerings under the auspices of the Learning Center.
9. Maintain a positive learning environment.
10. Become certified proctor for specialized testing which includes training and background checks.
11. Proctor tests.
12. Serve on appropriate committees/teams to carry out the college mission philosophy, goals, and objectives.
13. Open/close the library and check out library materials as needed.
14. Take an active part in in-service opportunities appropriate to the instructor's area of responsibility.
15. Be able to work evening hours with a flexible schedule.
16. Assist and perform other duties as directed.

GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

PHYSICAL ACTIVITY

N = Not Applicable

O = Occasional (10-33%)

C = Constant (67-100%)

S = Seldom (1-9%)

F = Frequent (34-66%)

- O Stooping: Bending body downward and forward by bending spine at the waist.
- S Kneeling: Bending legs at knee to come to a rest on knee and hands.
- O Crouching: Bending body downward and forward by bending leg and spine.
- N Crawling: Moving about on hands and knees or hands and feet.
- O Reaching: Extending hand(s) and arm(s) in any direction.
- O Standing: Particularly for sustained periods of time.
- F Sitting: Particularly for sustained periods of time.
- O Walking: Moving about on foot to accomplish task, particularly for longer distances.
- S Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- S Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- S Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- S Grasping: Applying pressure to an object with the fingers and palm.
- C Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C Hearing: Perceiving the nature of sounds.
- N Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
- N Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- S Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C Visual Acuity: View computer and/or close visual work less than 18" of distance.
- S Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Either own transportation is needed or NCC provides transportation.)

ENVIRONMENTAL CONDITIONS

None. Worker is not substantially exposed to adverse environmental conditions. Conditions are those of a typical office or administrative work.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

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WAGE/SALARY RANGE: \$15.00 to \$18.00 per hour

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: Once position is filled.

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. **Do not** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. **When indicated, copies of all academic transcripts must be included.**

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: rcarlson@nwicc.edu.

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: OCR.Chicago@ed.gov.