

CITY OF SALINAS

HOMEWORK CENTER ASSISTANT

**NO BARGAINING UNIT/CLASS CODE:
TEMPORARY / S70**

DEFINITION

To perform a variety of clerical, coordinating and tutoring duties related to the operation of Library Homework Centers under the supervision of designated Librarian and/or Senior Librarian. To recruit and register students and tutors, to train and place tutors and to tutor as necessary.

ESSENTIAL JOB FUNCTIONS OF THE POSITION -Duties may include, but are not limited to the following:

Compiling and maintaining files; filing; keeping daily attendance; record keeping; data collection; drafting of fliers and other forms; organizing learning materials and software; organizing, drafting lesson plans for tutors; tutoring; recruiting students and tutors; training tutors; establishing contacts with local schools; performing outreach tasks and promoting the Homework Center's services. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS - Physical, mental and emotional stamina to perform the duties and responsibilities of the position. Communication skills in person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance as well as to address individuals and groups; hearing sufficient to conduct in person and telephone conversations; physical strength to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; lift and carry up to 25 pounds; portable tables, and other facility equipment; may infrequently lift up to 40 pounds; physical stamina to stand, walk and/or sit for long periods of time; mental acuity to collect, interpret, and organize data, reason, define problems, problem solve and make appropriate/sound judgments and decisions.

WORKING CONDITIONS - Working conditions may vary from day to day but primarily occur in a classroom type setting. Standing, walking, bending, turning, stooping, sitting and reaching overhead. Occasionally drive own vehicle while performing outreach and recruitment activities.

QUALIFICATIONS

Knowledge of: Basic clerical and computer skills, including word processing and basic software applications; filing; familiarity with learning materials and effective tutoring and training techniques.

Ability to: Prepare reports; draft a basic lesson plan; communicate and interact effectively with staff, parents, teachers, tutors and students; follow oral and written instructions; be punctual. Establish and maintain effective relationships with others. Effectively organize workload.

License: Possession of a valid California driver's license.

Education and Experience: An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school/GED and a minimum of one year at a Community College and some experience tutoring. Bilingual skills (English and Spanish) required.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 09/05