

Position Description
EOPS Tutorial/Peer Counselor Supervisor
Department: Student Services

POSITION PURPOSE

The EOPS Tutorial/Peer Counselor Supervisor coordinates work and schedules of tutors/peer counselors who work under the Extended Opportunities Programs and Services which support educational programs and services for underrepresented minority and educationally disadvantaged groups.

NATURE AND SCOPE

The EOPS Tutorial/Peer Counselor Supervisor supervises the hourly clerical and work study support staff.

The EOPS Tutorial/Peer Counselor Supervisor is responsible for recruiting, training and supervising appropriate tutors for EOPS students, coordinating tutors schedules and discontinuing services if need is no longer required. Other decisions, such as special circumstances involving students, and written and verbal instructions and direction as appropriate are referred to a higher authority.

The major challenges faced by this position include counseling high risk students, overcoming scheduling conflicts and demand for tutors, and supervising student workers.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Supervises EOPS Tutorial Center; coordinates all tutoring sessions.
2. Recruits, screens, hires and trains tutors; supervises and coordinates staff counseling and clerical duties.
3. Resolves scheduling and staff conflicts; reviews student class schedules, evaluates academic needs and assigns tutors.
4. Instructs tutors and students in use of computer learning programs to enhance tutoring session.
5. Maintains and updates records and data in accordance with Federal and State guidelines for reporting purposes; composes memos, forms, and letters as required.
6. Attends seminars, workshops and staff meetings related to EOPS activities and goals.
7. Provides tutoring for Disabled Student Services Program as needed.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
California Education Code; Title V regulations
Knowledge of Federal, State and local laws and regulations governing funded programs preferred
Knowledge of applicable federal and state laws and regulations including EEO, Affirmative Action
Computer literacy; various software applications e.g., Microsoft Word, WordPerfect

Skills and Abilities:

Interviewing and selection techniques; counseling techniques
Strong analytical skills
Strong problem solving skills
Excellent interpersonal skills
Excellent written and oral communication
Ability to work independently
Ability to work in culturally diverse community
Management organizational and supervisory skills

Education and Experience:

A.A. degree in Education, Educational Psychology or related discipline
2-4 years directly related experience; previous supervisory and tutorial experience preferred

Working Conditions

Typical office environment
Ability to lift up to 25 lbs.