

CITY OF CHATTANOOGA

Classification Specification Title: Program Tutor

Department: Community Development

Pay Grade: GS.04

**Supervision Received From: Mgr Comm
Cntr**

FLSA Status: Non-Exempt

Responsibility For: None

Established: 9/05/14

Revision Dates: 4/3/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification will provide academic assistance services to students, including tutoring students in specific academic areas related to their core curriculum and/or assist students with their homework. Works under direct supervision.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties)

Tutoring students in various academic areas related to their school curriculum.

Assist in developing study strategies based on the student strengths and needs.

Develop literacy and education programs that will enrich students and promote success.

Develop and maintain working relationships with surrounding schools in the area of the Community Center.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Must demonstrate the ability to work with educational material and reteach multiple ways. Previous teaching or tutoring experience is a plus. Must be at least 18 years old. Candidates should demonstrate effective written and verbal communication skills and the ability to understand and follow through with directions.

LICENSING AND CERTIFICATION: None

SUPPLEMENTAL INFORMATION:

Knowledge of various school subjects from an elementary to high school level; varied learning styles and instructional strategies; customer service principles; general writing principles.

Skill in reading comprehension; listening comprehension; general writing; customer service; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require kneeling, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.