

Seward County Community College
Structured Compensation - Job Description
SSS Education Specialist

Data Year: 2017

Prepared On: 11/10/2017

Department:	Student Support Services	Grade:	9
Reports To:	Dir of Student Support Svcs	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	2
Approved By:	G Myers, C Donovan	Effective Date:	06/27/2016
		Revised Date:	06/27/2016

Role:

Position will provide supplemental instruction in the areas of math, technology, science, and language arts. Position will also work with other SSS staff in the design and implementation of specialized workshops in various areas applicable to student success. A development of relationships with teaching staff in design and implementation of specialized workshops in various areas applicable to student success. A development of relationships with teaching staff, especially core subjects is vital for the success of the students in the TRiO Student Success Services Program.

Essential Functions & Responsibilities:

- E 55% Tutors students in various subjects supplemental and individualized instruction.
- E 20% Maintains diagnostic and developmental files on participants needing instruction. Follow-up with students is vital.
- E 10% Works with core subject faculty to understand their teaching styles, requirements and expectations.
- E 5% Works with SSS staff to develop and implement workshops in areas applicable to student success.
- E 5% Provide ESL instruction for limited English speaking students.
- E 5% Help coordinate job shadow experiences for SSS students.

Performance Measurements:

1. To establish positive relationships with TRiO students needing tutoring assistance. Evidence will be discerned by (1) the positive interaction between students and the Education Specialist, (2) the frequency students are requesting this service, and (3) improved grades of students in classes in which tutoring services were received. Tracking and contacting TRiO students to arrange for needed services is important when students are not coming in and are referred to the At-Risk Committee by their instructors.
2. To work closely with the director and other SSS staff as a team to plan, to assess, and to monitor SSS activities and to effectively complete program requirements toward student success.
3. To complete required student tracking information (Blumen Program) in a timely manner. Updates must be entered for all students seen each week.
4. To build staff relationships with college instructors to better understand their classroom expectations, teaching styles and course work expectations. Building of these relationships is very important for student success.

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5. Work with the program coordinator to coordinate other needs and to plan and implement various student success workshops throughout the school year.
6. Work with individual and small groups with limited English speaking students to improve their speaking and writing skills.
7. Work with Business and Industry to coordinate job shadowing experiences for SSS students.

Knowledge and Skills:

Experience	Six months to two years of similar or related experience.
Education	A Bachelor's degree in Education or related field is preferred. An associates degree in similar area will be considered.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	<p>Knowledge:</p> <p>Strong knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Varying levels of math from basic arithmetic through at least college algebra.</p> <p>Principles and methods for curriculum and training design as well as teaching and instruction for individuals and groups.</p> <p>Basic knowledge of subjects in addition to language arts and math to students in their tutoring needs.</p> <p>Skills:</p> <p>Out-going personality and skill to work with a diversity of students and staff.</p> <p>Teaching various subjects to individuals or small groups taking into account the varying academic level of each student.</p> <p>Communicating effectively in writing as appropriate for the needs of the student.</p> <p>Abilities:</p> <p>Works with various computer software applications and programs. Web design ability is a plus.</p> <p>Works with individual differences in ability, personality, interest, learning and motivation assesses the student success.</p> <p>Communicates information and ideas in writing so others will understand.</p> <p>Speaks clearly and conveys information so others will understand.</p> <p>Motivates students to do better.</p> <p>Speaks English as well as fluent Spanish.</p>
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 1 hour at one time with a total of 5 hours.</p>

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Standing for a period of 15 min at one time with a total of 2 hours
Walking for a period of 15 min at one time with a total of 1 hour
Lifting up to 20 lbs. occasionally
Carrying up to 10 lbs. occasionally
Use of right and left hand for simple grasping and fine manipulation
Bending, squatting, and Reaching above shoulder level

Work Environment Typical office environment. Some occasional overnight travel is required for student activities and workshops.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature