



## **Digital Learning Commons — DLC Tutors Position Description, 2007-08 School Year**

### **Job Description**

Support success of middle and high school students taking online and school-based classes by helping them use DLC resources, offering guidance in post-high school planning, and fostering community engagement within the DLC.

### **Essential Functions**

1. Provide subject area assistance by corresponding one-on-one with students through email.
2. Post academically relevant news to the DLC Tutors weblog.
3. Use DLC resources and tools to develop curriculum in areas of expertise.
4. Work with Educational Support Coordinator, Assistant Director of School Support and Partnerships, and Assistant Director of Course Support to implement curriculum and shape direction of the DLC Tutors program.
5. Integrate DLC resources into tutoring to help meet academic needs.
6. Offer advice and personal perspectives on college, careers, and future planning.
7. Encourage students' development as self-directed online learners.
8. Direct student inquiries to appropriate parties when they do not pertain to school-related topics.
9. Act as advocate for and provide quality assurance of positive online student learning experiences through the DLC.

### **Qualifications**

- Multiple subject area/content expertise (minimum of two subject areas) documented in academic transcripts and references.
- Prior work experience with youth, either as a tutor or in a related capacity.
- Demonstrated ability to work and communicate online; technology proficiency.
- Capacity to communicate and work in a team environment.
- Exhibited conflict resolution and interpersonal problem-solving skills.

### **DLC Tutors Subject Areas**

- Math
- Business
- Science
- Vocational Technology
- Humanities (language arts, art, ESL, life skills/health)
- Social Studies
- Foreign Language (Japanese, French, Spanish, German, Chinese, and Latin)

### **Commitment and Training**

Tutor positions require a one-year commitment to the DLC. Before being matched with students, DLC Tutors will complete online assignments and participate in an in-depth training that explores DLC resources, the challenges of online tutoring/learning, communication skills, and a variety of other topics. Tutors will receive feedback to ensure they are prepared to provide academic assistance and personal tutorship to students.

DLC Tutors will also be required to:

- Attend group phone/web meetings (times and dates are agreed on by the group).
- Check and respond to student, DLC Tutors, and Educational Support Coordinator emails each weekday beginning September 4, 2006.\*
- Maintain an up-to-date log of each student contact (online journal).
- Maintain a weblog and pod/vidcast with scheduled dates for postings.
- Work with other tutors, Educational Support Coordinator, and Web Designer to deliver educational content via the DLC Tutors web pages.

\*Alternative scheduling may be requested through the Educational Support Coordinator.

### **Compensation**

DLC Tutors will receive \$10–11/hour and will receive payment for training time. If selected, the offer letter will confirm ongoing compensation rates.