



Position Title: Part-Time Lab Instructor - College Preparatory Mathematics

Job Code: 8101

Grade: H1

Reports To: Department Chair

FLSA: Exempt

Job Description:

The Part-Time Lab Instructor provides academic support and supplemental instruction to College Preparatory Mathematics students.

Duties & Responsibilities:

- Serves as a role model and motivates students to achieve and assists with their academic needs
- Serves as a resource for the primary instructor
- Actively provides tutorial assistance and academic coaching
- Attends all tutor trainings and required meetings
- Collaborates with the primary instructor and administers tests, quizzes, or other assignments
- Meets with assigned classes in a regular classroom at scheduled times each week
- Answers students' questions regarding the assignments, and reviews materials as requested
- Monitors academic progress, maintains students' records and attendance rosters
- Monitors on-site computer resources and guides students to use the educational software at the labs
- Provides assistance with registration for students in the scheduled lab
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Mathematics or related field from a regionally accredited institution with a minimum of twelve (12) credits in College Level Mathematics, including at least one semester of Calculus and one (1) year teaching or related experience
- Knowledge of computer applications and educational technologies for academic support
- Must possess excellent communication skills (Verbal and Written)
- Must be able to work well with students, faculty, staff and the community
- Ability to work in a multi-cultural, multi-ethnic environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name