

**DAVIS JOINT UNIFIED SCHOOL DISTRICT**  
***JOB DESCRIPTION***

Position Title:

Range 32
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**Academic Center Supervisor**

Basic Function:

Under the direction of the Assistant Superintendent and the site Principal the Academic Center Supervisor will operate the English Language Learning Center as follows: make recommendations for the development and implementation of comprehensive tutorial programs for high school students in grades 10-12; work collaboratively with the Educational Services staff and collaborate with the high school staff to select standards-based curriculum and assessments appropriate for the tutorial programs; work with the high school Principal to support remedial and tutorial programs, as funding allows; develop and maintain program records; provide the day-to-day guidance of the program's clerical and tutorial staff.

Essential Functions:

1. Recruit University student tutors; this process includes but is not limited to: interviewing prospective tutors, processing paperwork with the district, and aiding new hires to become district and University compliant.
2. Provide, coordinate and supervise the comprehensive training of University tutors according to established guidelines and practices, including but not limited to: proper tutoring techniques, familiarity with the California High School Exit Exam, and specific course content knowledge.
3. Appropriately assign UCD tutors according to education, interests and abilities.
4. Recruit and screen peer tutors (high school juniors and seniors) at the beginning of each semester for tutorial assignments throughout each school day as individual schedules permit.
5. Coordinate with E.L. program leadership to provide tutors for students enrolled within it, hire bilingual E.L. tutors and maintain the same level of training and supervision as with the University tutors and aid with other assignments as needed.
6. Meet with high school counselors to discuss peer tutor recruitment and requirements.
7. Meet with high school teaching staff to assess tutorial needs of students
8. Provide a minimum of 3 days training for peer tutors, including but not limited to: tutorial techniques and strategies, tutorial responsibilities, and completion of appropriate and required forms and assignments.
9. Report program evaluation to all stakeholders on an annual basis.

10. Collaborate with the UCD Work Study Program to maintain supply of UCD tutors; responsibilities include but are not limited to: coordinate timesheets, track tutor hours, monitor awards received, and verify records with Work Study program.
11. Prepare and present report(s) on student program and program progress to all stakeholders.
12. Recruit and train qualified tutors from a variety of agencies.
13. Recruit and train students from a diverse ethnic/demographic base to provide appropriate tutoring services to the broad and diverse ethnicities and languages within the Davis Joint Unified School District.
14. Work collaboratively with the Educational Services staff to select appropriate standards-based curriculum and assessments.
15. Work collaboratively with the Human Resources staff to insure that District guidelines are followed as staff is hired and that procedures for volunteers are followed.
16. Work collaboratively with the Business Services staff and categorical programs personnel to maintain an effective program.
17. Works with the Educational Services staff and vendors to purchase standards-based math, language arts, reading and ELD curricula and supplemental materials as appropriate.
18. Works with Educational Services staff to choose assessments suitable for the content areas and takes all necessary steps to implement the assessments into the program per program design and requirement(s).
19. Make recommendations to the site Principal for shifting funding sources as necessary to optimize students' services and to sustain the program's self-supporting status.
20. Maintains attendance records (reports ADA) for programs.
21. Develops and oversees the entire registration process for all students involved in any capacity within the program.
22. Monitors funding source budgets.
23. Performs other duties as required to accomplish the objectives of the position.

Demonstrated Knowledge Of:

Principles, methods and practices related to program development, advocacy, goals and objectives.  
Educational and tutorial programs.  
Oral and written communication skills (bilingual skill recommended but not required).  
Principles and practices of supervision and training.  
Applicable policies and practices.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

Demonstrated Ability To:

Be visible on campus and meet with teachers, department chairs, and principals.  
Provide direction to others and take action(s) in alignment with site goals.  
Keep and maintain accurate records.  
Meet deadlines.  
Communicate with individual or varied cultural and educational backgrounds.  
Communicate effectively in oral and written form.  
Effectively conduct meetings.  
Identify and resolve problems.  
Function Effectively in stressful situations.

Education Required:

A Bachelor's degree in human services or education field preferred.  
OR  
AA degree with successful experience in an educational setting.

Experience Required:

Successful experience working in an educational setting, with a diversity of high school and college-aged volunteers providing tutorial services.

Working Conditions

Office and classroom setting. Significant physical abilities include balancing, reaching and handling, manual dexterity, talking/hearing conversations and other sounds with or without aids, near and far visual acuity/depth perception with or without visual accommodation.