UNIVERSITY OF SOUTHERN CALIFORNIA

Per Diem – ESL Tutor/Substitute

Job Code: 160020

OT Eligible: Yes

Comp Approval: 2/27/2017

JOB SUMMARY:

This position is responsible for providing English skills to individuals whose primary language is not English as a tutor and/or substitute. The Per Diem – ESL Tutor/Substitute works with students on academic areas in relation to reading, writing, grammar, speaking and listening, based on students’ needs.

JOB ACCOUNTABILITIES:

*E/M/NA   % TIME

________  ________ Provides short-term tutoring and/or substitution for students studying in English as a second language program.

________  ________ Provides instruction and guidance that is consistent and coordinated with the university’s instructional program ensuring student(s) meet learning targets in reading, writing, grammar, speaking and listening.

________  ________ Delivers lesson plans that utilize a broad range of appropriate teaching techniques and strategies. Provides remedial instruction to meet the needs of individual students and subgroups of students.

________  ________ Provides a nurturing and supportive learning environment that encourages student responsibility. Establishes and maintains standards of student behavior required to run an orderly and productive classroom environment. Manages allotted learning time to maximize student achievement.

________  ________ Maintains contact with management/administration and notifies appropriate parties/individuals if problems arise.

________  ________ Guides students in their understanding of American culture.

________  ________ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Teaching English as a second language.

**Preferred Education:**
- Master's degree

**Preferred Experience:**
- 3 years

**Preferred Field of Expertise:**
- Working with a diverse, international community.

**Skills: Administrative:**
- Communicate with others to gather information
- Interpersonal skills
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines

**Skills: Other:**
- Active listening
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Curriculum development
- Facilitation
- Interpersonal skills
- Leadership
- Problem identification and resolution
- Teaching/training
- Teaching/training

**Skills: Machine/Equipment:**
- Audio/Visual equipment
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Multimedia equipment
- Personal computer
- Photocopier
- Scanners
SIGNATURES:

Employee: ___________________________  Date:_____________________________

Supervisor: ___________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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