

approved

STUDENT LABOR POSITION DESCRIPTION

Upward Bound

Most Recently Updated 03/11/99

Position Title: Student Tutor-Counselor

Must work 5-10 hrs/wk.

1 Grade Level: 3-4 if in training, 5 if training and supervising

2a Description: The following are the essential duties for a Tutor-Counselor (TC) in the Trio Program—Upward Bound:

- A.** Supervise and counsel a group of 10-15 students.
- B.** Coordinate and monitor tutoring sessions lasting two or more hours twice a month after school or on Saturdays at a central location in the county.
- C.** Monitor Self-Development Projects. These goal UB student set for each semester. TCA will work with students to evaluate the progress on goals twice a semester.
- D.** Visit the homes of each student in the assigned county at least once each semester to discuss student's progress with parents.
- E.** Generally maintain contact with Upward Bound students from the county assigned.
- F.** Visit target area schools.
- G.** Attend and participate in monthly student meetings (reunions) on campus.
- H.** Follow up on individual students who show special need.
- I.** Keep updated records/documentation on all students in group as a part of their permanent file.
- J.** Write up all activities related to job.
- K.** Perform other job-related duties as assigned.

2b Description: The following are *possible additional* duties for this position:

- A.** Depending on Upward Bound requirements, a TC may also attend staff meetings and training sessions.
- B.** Train freshman Office Workers in the Trio program for possible TC positions.
- C.** Work on monthly Upward Bound newsletter.
- D.** Do clerical or filing work.
- E.** See that the workplace and environs are clean.

3 Learning Opportunities:

- A.** If Grade 3, to develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** If Grade 4, to develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- C.** If Grade 5, to develop the attributes appropriate to Grade 5 positions: an understanding of departmental management; taking responsibility for the effectiveness of others; an awareness

of departmental and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluation of workers and procedures.

- D. Taking seriously the planning of one's work, coordinating TC's schedule with UB student's, as well as with Motor Pool, and high school personnel.
- E. Gaining experience working with young adults.
- F. Teaching and counseling experience.
- G. Option of learning to design lesson plans.

4 Basic Qualifications:

- A. General: Ability to work with others.
- B. Skill: Communication and time management; TC will have to work on her/his own much of the time and be responsible for setting own schedule.
- C. Physical: Good physical and emotional health.
- D. Academic: Good academic standing.

5 Desirable Qualifications:

- A. Sophomore, junior or senior class status.
- B. Maturity and responsibility: TC is a direct reflection and representative of the program to parents, students, and high school personnel.
- C. Interest, concern, and empathy for Appalachian youth.
- D. Great dedication to the program and youth served.

6 Narrative Summary : Student was responsible for scheduling and carrying out two monthly lesson plans with a group of 10-15 high school students located in a single county. Duties included scheduling with the high school personnel, highschool student, and Berea College motor pool to arrange transportation. Student maintained all paperwork concerning each student tutored, documenting all contact with students. Student met with parents in homes of high school students served. If Grade 4 or 5, student also trained and supervised new Tutor Counselors.