



PERSONNEL COMMISSION

**Class Specification
0263 EEO099 XC**

STUDENT TUTOR

JOB SUMMARY

Under close supervision, selected 11th and 12th grade students to tutor 9th and 10th grade students to increase their academic performance.

EXAMPLES OF DUTIES

- Do one on one tutoring.
- Answer questions from and give explanations to those being tutored.
- Develop mentor relationships with younger students.
- Assist with housekeeping, such as routine classroom set up and general cleanliness.
- Work with small groups of students.
- Learn how to maintain effective relationships with co-workers and supervisors.
- Learn and follow established safety and health procedures.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are all high school students of the Long Beach Unified School District. This classification is exempt from the merit system in accordance with Education Code 45256.2 (Full-time students employed part-time) and meets the Fair Labor Standards Act criteria for School-Administered Work Experience programs.

EMPLOYMENT STANDARDS

Participants must meet current academic achievement levels for their grade and be a student in otherwise good standing.

04/94
09/2008
4/2019