

**TITLE: COMPUTER ASSISTED LEARNING TUTOR**  
**SECTION: School Based, Secondary**  
**REPORTS TO: Administrative Officer or Designate**

**#216**

## **SUMMARY**

Under the general direction of the Principal or designate, provide assistance to deliver a Computer-Managed Learning Curriculum program for students and to support, track, direct and assist students on an individual and/or group basis to maximize their learning opportunities utilizing this educational program.

## **DUTIES**

1. Provide student orientation and familiarization with software and other learning resources as required.
2. Assist professional staff with the direction of individual or small groups of adolescent / adult students with their educational curriculum utilizing the computerized program and/or independent study projects.
3. Input and retrieve data, access computer-based measurement criteria, and maintain student records for registration / withdrawal, attendance, achievement and progress results including information of a confidential nature.
4. Monitors student attendance, encourages regular participation in activities and the timely completion of assignments and exercises
5. Provide individual assistance and initial contact counselling to students with particular learning, social or behavioural needs, referring as required to professional staff.
6. Make telephone contact with students and/or parents as required.
7. Participate as a team member in the lab setting and attend staff meetings and assist in the planning and/or supervision of field trips and seminars as required.
8. Arrange and display promotional materials as required.
9. Assists in implementation of instructional programs for students by monitoring, observing, recording and reporting on learning, behavioral and personal patterns
10. Assist with supervision of individual or small groups of students, during the temporary absence of teacher.
11. Observes and documents learner strengths, achievements and needs through daily learning activities. Assists in the collection of data and maintaining student records for the purpose of evaluating student progress. Provides information to teacher for home/school formal/informal communications.
12. May, on occasion, be required to perform other related duties as assigned.

## **QUALIFICATIONS**

- High school graduation plus an additional two years of University academic course work.
- A minimum of two years experience in an educational setting.
- Knowledge in the use of a personal/network computer system.
- Excellent leadership, interpersonal and communication skills.
- Demonstrated skills in basic behaviour management.
- Demonstrated ability to establish and maintain respect for and from students.
- Ability to keep accurate records.
- Physical capability to perform the job duties.
- Ability to maintain the confidentiality of sensitive information seen or heard.