



## **Job Classification Description**

**MATH/SCIENCE SKILLS SPECIALIST/VTC  
VSC UP – PAT BARGAINING UNIT**

**Grade 11  
Exempt**

### **BASIC FUNCTION**

To provide individual math and science tutoring for TRIO Program participants, to train student tutors and to work with faculty on behalf of students.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Provide academic tutoring in math, science and other subjects as necessary to improve skills and understanding of concepts for students eligible for TRIO Program services.
- Develop and carryout procedures and methods for tutoring in assigned subject areas.
- Arrange and schedule tutoring sessions for TRIO participants in conjunction with the Learning Center Director.
- Design instruction procedures and provide training

- Knowledge and experience with students with learning disabilities.