



## City of Commerce

### HOMEWORK CENTER HELPER

Department: **Library Various**  
Revised Date: **January 2016 January 2020**

Class Code: **1570**  
FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under close supervision, provides homework help to school-age children for the **City Library**.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews homework assignments with children and helps them to understand the nature of the work assignments; answers student questions and assists with using the City ~~library~~ computers.
- Sets up and cleans work area, and organizes supplies and materials.
- Compiles data on students' participation in the homework assistance programs and computer usage.
- Assists with **facility** ~~library~~ upkeep and maintenance as needed; assists with special programs as needed.
- Maintains the absolute confidentiality of all records and information.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma or GED equivalent; AND one year of experience working with children; Paid tutoring experience and/or AVID tutoring experience preferred.

##### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

##### **Required Knowledge of:**

- City policies and procedures.

##### **Required Skill in:**

- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining cooperative working relationships with co-workers and students.
- Effective verbal and written communication.

##### **Physical Demands / Work Environment:**

Work is performed at various City facilities and venues in a ~~Public Library and standard office environment~~.

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