

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: LEARNING ASSISTANCE SERVICES COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction and leadership of the Dean of Academic Information Services, plan, organize, coordinate, and implement the Learning Assistance Services program; and perform a full range of administrative duties related to the operation of all Learning Assistance Services.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate, and implement the District's Learning Assistance Services programs including the Academic Success (Tutorial Service) Center academic content specific courses, Writing Center, Reading Center, Math Lab, Math Engineering Science Achievement (MESA) Lab, other labs and centers providing learning assistance services, and off campus education centers. *E*

Participate in the development and implementation of goals, objectives, and priorities for assigned operations and activities; develop and implement procedures to disseminate information to all constituencies of the College about the goals, objectives, procedures, and needs of the various components of Learning Assistance Services. *E*

Participate in the selection of staff within the various components of the Learning Assistance Services programs and operations; train, motivate, and evaluate assigned personnel; coordinate staff training; work with employees to correct deficiencies. *E*

Participate in planning, directing, coordinating, and reviewing the work plan for staff providing Learning Assistance Services; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. *E*

Assist the Dean of Academic Information Services in the development and management of assigned budgets; oversee and coordinate the day-to-day project budgets, equipment requisitions, and record keeping functions. *E*

Coordinate the implementation of grants to support the various components of Learning Assistance Services operations and activities. *E*

Coordinate with staff and instructors in the development, implementation, and monitoring of an on-line Tutor Training course; oversees the development, implementation, and monitoring of on-line tutoring. *E*

Facilitate coordination between all components of Learning Assistance Services and the needs of the campus community including Schools, Student Services, and special programs and populations. *E*

Serve as a liaison between Learning Assistance Services, the School Deans, and off-campus education centers. *E*

Coordinate assigned activities, offerings, and needs of the Writing Center and the Reading Center with the Dean of the School of Language, Humanities, and International Programs, and the Math Center and MESA Lab with the Dean of the School of Mathematics, Science and Engineering. *E*

Provide on-going assessment of the effectiveness of the various components of Learning Assistance Services; conduct program evaluations of all Learning Assistance Services; obtain feedback from administrators, faculty, and staff; recommend modifications to programs, policies, and procedures as appropriate; facilitate necessary changes. *E*

## **Learning Assistance Services Coordinator - Continued**

Conduct a variety of organizational and operational studies; direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to Learning Assistance Services. *E*

Oversee the monitoring of positive attendance accountability procedures in all tutorial positive attendance labs. *E*

Assist in the planning and redesigning of assigned facilities. *E*

Coordinate the development and distribution of all Learning Assistance Services related materials.

Perform related duties and responsibilities as required.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Operations, services, and activities of learning assistance services programs.

Learning assistance theory and practice.

Principles and practices of program development, administration, and review.

Strategic planning techniques.

Pertinent Federal, State, and local rules, regulations, and guidelines.

District policies and procedures related to learning assistance programs.

Principles and practices of grant development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Information and research resources available related to areas of assignment.

Methods and techniques of research, analysis, and decision making.

Principles and procedures of statistical record keeping and report preparation.

Modern office procedures, methods, and equipment including computers and applicable software.

English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

#### **ABILITY TO:**

Manage, direct, and provide effective leadership for learning assistance services programs.

Develop and administer program goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Inspire a team approach, involving diverse constituencies to share a vision and develop programs.

Plan, organize, direct, and coordinate the work of assigned level staff.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.

Prepare and administer budgets.

Interpret and apply applicable Federal, State, and District policies, laws, and regulations.

Conduct meetings and serve on committees.

Work successfully with District faculty, administrators, and staff.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

## **Learning Assistance Services Coordinator - Continued**

### **EDUCATION AND EXPERIENCE:**

MINIMUM QUALIFICATIONS: Any combination equivalent to: a Master's degree, or equivalent, or possess an appropriate California Community College Credential.

DESIRABLE QUALIFICATIONS: Some leadership experience in a related area.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment.

Constant interruptions.

#### PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Seeing to read and verify accuracy of data.

Revised: September, 2003

*Johnson & Associates*