



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Learning Center Coordinator		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	35		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Director of Tutoring and Learning Centers or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Learning Center Coordinator position provides instructional and technical support functions involved in the organization, direction, coordination, and supervision of assigned learning/tutorial center(s). Incumbents train, schedule, and oversee the work outcomes of learning assistants and provide direct learning assistance as needed. Employees in this classification are responsible for directing and overseeing the day-to-day activities, operations, and services of assigned center(s). This position exercises a high degree of independence and initiative requiring appropriate knowledge and abilities in assigned academic and/or instructional areas. Specific tasks vary according to the assigned academic/instructional area. Employees in this classification receive general supervision within a framework of standard policies and procedures.

**TYPICAL DUTIES**

*Essential Functions:*

- Provides responsible learning center assistance in support of Shasta College faculty and general Tutoring and Learning Center goals.
- Organizes, directs, coordinates, and oversees the daily activities, operations, and services of the assigned learning/tutorial center(s).
- Develops and maintains the learning center’s program, including learning assistants’ schedules, content area tutor training and meetings, embedded tutoring practices, and workshops.
- Reviews and assesses student usage data and budgeting to forecast tutoring needs and develop appropriate service schedules.
- Schedules, trains, directs, and oversees the work of learning assistants.
- Recruits, interviews, and selects learning assistants for hire.

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- Monitors the work of learning assistants in the assigned academic subject or instructional area and provides feedback on methods and techniques to improve and maintain effectiveness.
- Uses appropriate judgement to investigate student concerns regarding learning assistance, resolve issues within assigned level of authority, and refer issues to the Director as appropriate.
- Leads orientations and classroom presentations to introduce students to services offered through the center and trains learning assistants to facilitate presentations effectively.
- Confers with instructional staff regarding areas of improvement and tutoring needs for students.
- Coordinates placement of embedded tutors with instructors.
- Trains and instructs students and staff in the proper use and operation of assigned equipment including computers and other technology resources.
- Monitors student usage and hours and provides feedback to instructional staff.
- Maintains a variety of personnel information and records related to assigned staff; verifies time worked, student payroll information, and attendance.
- Establishes and maintains a variety of record keeping and filing systems related to center operations and student attendance.
- Assist the Director in the development and administration of assigned center budget.
- Works with appropriate staff to order supplies, equipment, and materials, including instructional software, and maintains appropriate stock levels and inventory records.
- Prepares a variety of reports and correspondence related to assigned operations.
- Maintains information and announcements on the center website.
- Provides oversight of areas adjacent to assigned area as directed.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Fundamental theory, principles, practices, and applications of assigned subject matter(s) and discipline(s).
- Principles, methods, and procedures of providing effective instruction and learning opportunities to students.
- Proper use and operation of assigned tutorial equipment and technologies.

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- Effective record keeping methods, techniques, tools, and resources.
- Effective listening, verbal, and written communication skills.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

*Ability to:*

- Learn District policies and procedures relevant to assigned learning/tutorial center.
- Perform various instructional assistance and support functions within specific subject matter area(s) or discipline(s).
- Prepare, operate, maintain, and demonstrate classroom and laboratory equipment and materials related to assigned learning/tutorial activities.
- Establish and maintain accurate record keeping systems, files, and other documentation related to the operations and activities of assigned learning center/lab.
- Operate standard office equipment and technologies related to assignment.
- Perform and appropriately delegate clerical work ranging from basic to highly complex clerical tasks.
- Communicate effectively and tactfully orally and in writing.
- Exercise tact, diplomacy, and good judgement in all interpersonal interactions.
- Understand and carry out oral and written directions accurately.
- Respond to questions and inquiries with tact and courtesy while providing accurate, relevant information.
- Learn classroom and laboratory procedures and train students and staff effectively.
- Work independently with appropriate judgment and decision-making.
- Organize, prioritize, and accomplish work and assigned duties independently.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Train learning assistants and supervise their work outcomes as assigned.
- Establish and maintain cooperative and effective work relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.

**QUALIFICATIONS***Education Required:*

- Associate's Degree in a field related to the focus of the learning center assigned, or equivalent combination of education and experience.

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*Education Preferred:*

- Bachelor's Degree in a field related to the focus of the learning center assigned, or equivalent combination of education and experience.

*Experience Preferred:*

- One year of increasingly responsible experience as a learning assistant in a college setting.

**APPROVALS**

Date Created/Revised:	8/27/2019
Cabinet Reviewed:	08/2019
Board Approved:	11/13/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)