

Range	35
Hours	4,6,7,8
Week	20,30,35,40
Months	9.5, 10

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Paraprofessional-Learning Center Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To provide highly responsible instructional and technical support and paraprofessional functions involved in the organization, direction, coordination, and supervision of assigned learning center, learning lab, or tutorial center; to train, schedule, supervise, and evaluate the work of students; and to provide direct tutorial assistance as needed. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train, schedule, coordinate, and supervise the work of student tutorial staff. This job class exercises responsibility for directing and overseeing the day-to-day activities, operations, and services of assigned center or lab. Positions assigned to this class exercise a high degree of independence and initiative requiring proven abilities in the academic and/or instructional area to which assigned. Specific tasks may vary depending upon the academic/instructional area to which assigned and do not require the immediate presence of certificated staff.

SUPERVISOR: Center Dean

TYPICAL DUTIES:

- Provides responsible lab assistance in support of assigned center instructors and established instructional goals.
- Organizes, directs, coordinates, and supervises the activities, operations and services of the assigned learning/tutorial center and/or lab.
- Trains, orients, supervises, and evaluates the work of student tutors and clerical assistants.
- Recruits, interviews, and hires student tutors and clerical assistants.
- Oversees and supervises the tutoring of students in assigned academic subjects and instructional areas.
- Provides individual instructional assistance to students including learning disabled and ESL students.

Typical Duties (continued):

- Confers with instructional staff regarding student weaknesses and/or tutoring needs.
- Administers and corrects diagnostic tests to identify student learning needs through various testing methods and provides appropriate assistance and resources to address those needs identified.
- Develops instructional aids, resources, and materials to meet tutoring needs; oversees the use of library and/or other resource materials related to assigned functions.
- Trains and instructs students and staff in the proper use and operation of assigned equipment/machines including computers.
- Monitors student progress and provides feedback to instructional staff regarding such progress.
- Maintains a variety of personnel information and records related to assigned student staff; verifies time worked, student payroll information, and attendance.
- Establishes and maintains a variety of record keeping and filing systems related to lab/center operations and student attendance, progress, test results, etc.
- May assist in the development and administration of assigned center/lab budget.
- Orders needed supplies, equipment, and materials, to include instructional software, and maintains appropriate stock levels and inventory records.
- Prepares a variety of reports and correspondence related to assigned operations.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge Of:

- Principles, practices, and applications of subject matter or discipline to which assigned.

Employment Standards (continued):

- Principles, methods, and procedures of instructing and providing learning opportunities to students.
- Test administration and scoring techniques related to subject matter areas or discipline to which assigned.
- The proper use and operation of assigned tutorial and audio tutorial equipment including computers.
- Record keeping methods and techniques.

Ability to:

- Learn District policies and procedures as applied to assigned learning/tutorial or lab.
- Perform a variety of instructional assistance and support functions within a specific subject matter area or discipline.
- Monitor student progress and identify problem areas and areas of relative learning progress.
- 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 including computer operation.
- Perform and delegate clerical work of varying difficulties.
- Effectively and tactfully communicate in both oral and written forms.
- Understand and carry out both oral and written directions.
- Respond to questions and inquiries with tact and courtesy.
- Learn and impart classroom or laboratory procedures to students and staff.
- Grade and/or score written and practical exams.
- Work with a significant degree of independence and judgment.

Employment Standards (continued):

- Organize work and set priorities.
- Supervise and train student assistants as assigned.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- Minimum of one year of experience in related area.
- Bachelor's Degree or equivalent combination of education and experience.

May Require:

- Possession of a valid license to practice as a Registered Nurse on area of assignment.

Created 2/88