



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

POSITION TITLE:	Director of Tutoring and Learning Centers		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	30		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Dean of Learning Pathways or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Tutoring and Learning Centers organizes, directs, coordinates, and supervises the District's Redding Main campus learning centers and provides advisement for other District learning assistance services as needed. The Director provides administrative support for related initiatives and projects. Employees in this classification direct, supervise, and formally evaluate the work of others and exercise responsibility for the successful provision and supervision of the learning centers. This is an educational administrator position, which requires specialized knowledge in the area of best practices in learning assistance. Employees in this classification receive minimal supervision within a broad framework of policies and procedures.

TYPICAL DUTIES

- Organizes, directs, coordinates, and supervises the District's Redding Main campus Tutoring and Learning Centers, services, goals, and objectives. This includes providing advisement as needed to other District learning assistance services.
- Provides administrative support for related initiatives and projects such as directed learning activities, basic skills initiatives, supplemental instruction, and student success projects.
- Collaborate with Tutoring and Learning Center coordinators and Dean of Pathways and Learning Support to hire, interview, schedule, and evaluate learning assistance personnel..
- Evaluates effectiveness of programs and services and establishes Tutoring and Learning Center policies and procedures.
- Manages fiscal resources, including the development, implementation, maintenance, and reporting for all requirements of state/federal contracts and other funding sources.

POSITION DESCRIPTION**POSITION TITLE:** Director of Tutoring and Learning Centers

- Select, assign, train, supervise, evaluate, counsel, and discipline direct reporting staff performance; plan, coordinate, and provide appropriate training for department personnel.
- Coordinates, schedules, and provides, as necessary, in-service training of learning center personnel.
- Coordinates program activities with applicable Instructional and Tutoring and Learning Center staff.
- Oversees purchasing of Tutoring and Learning Center materials and supplies; ensures maintenance of the supply and equipment inventory.
- Attends various meetings, conferences, and workshops (i.e. ACLA, Strengthening Student Success, etc.) to maintain currency in best practices and trends in learning assistance.
- Monitors and evaluates Tutoring and Learning Center operations and activities for educational effectiveness and operational efficiency; conducts related surveys.
- Develops effective tools for recording frequency and quality of learning assistance support.
- Supports the goals of institutional equity and student success plans.
- Participates in the development and implementation of services, practices, rules, policies, and procedures to enhance educational effectiveness and operational efficiency of the Tutoring and Learning Centers.
- Coordinates responses to emergency situations and student behavior concerns.
- Supports the division Dean in cooperating with campus community groups to provide programs, courses, and information relevant to the needs of students and various programs.
- Establishes professional relationships and communicates timely and effectively with administrators, District personnel, and outside organizations to exchange information, coordinate and promote activities and programs, and resolve issues and concerns.
- Represents the Tutoring and Learning Centers on District-wide committees and workgroups as requested.
- Oversee maintenance of the District's Tutoring and Learning Center webpages.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Organization and supervision of Tutoring and Learning Center operations and activities including learning assistance and computer services.
- General curriculum interpretation and application in the Tutoring and Learning Center.

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- Tutoring and Learning Center and related District organization, operations, policies, and objectives.
- Tutoring and Learning Center practices, procedures, and terminology.
- District and State regulations, standards, and requirements impacting Tutoring and Learning Center operations.
- Instructional materials, tutoring functions, and technology used in college learning centers.
- Inventory control practices and procedures.
- Business and educational software applications and programs.
- Principles and practices of administration, leadership, and supervision, including planning, organizing, assigning, and reviewing work, performance appraisals, discipline, and employee selection and development.
- Effective oral and written communication techniques.
- Proper budget development, implementation, and control procedures.
- Interpersonal communication skills using tact, patience, and courtesy.
- Record-keeping and report preparation techniques.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:

- Plan, direct, and manage the activities and operations of the Tutoring and Learning Centers.
- Learn, interpret, explain and successfully apply District policies, procedures, rules, program provisions, laws, regulations, and requirements.
- Organize, direct, and formally evaluate the work of others.
- Communicate effectively, orally and in writing.
- Exercise tact, diplomacy, and good judgment in dealing with staff, students, and parents.
- Exercise initiative to promote the objectives, goals, and benefits of the Tutoring and Learning Centers and related projects.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Research and analyze information and data, make recommendations, and prepare and present clear and concise reports.

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- Operate standard office equipment including computers and applicable software programs such as Microsoft Office programs and digital tools such as SARS and Canvas.
- Develop, prepare, and administer budgets and special programs.
- Establish, organize, and maintain files and records and maintain confidentiality of records.
- Provide guidance and direction in crisis intervention and emergency situations.
- Establish and maintain cooperative and effective working relationships others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Innovate and adapt learning assistance programs to meet student and faculty needs.
- Work independently with little or no supervision.

QUALIFICATIONS

Education Required:

- Master degree or equivalent from a recognized college or university in student services, human services, or a related field and/or discipline.

Experience Required:

- One year of experience in an instructional/leadership capacity or as a director in a learning center.
- One year of experience in supervising, directing, and evaluating the work of staff.
- One year of experience working effectively with diverse populations.

APPROVALS

Date Created/Revised:	10-2018 / 03-2019
Cabinet Reviewed:	11-13-2018 / 03-2019
Board Approved:	12-12-2018 / 03-13-2019

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)