



Job Description

JOB TITLE: LEARNING CENTER FACULTY COORDINATOR

LAST REVISED: JUNE 2017

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under administrative direction of an educational administrator, the Learning Center Faculty Coordinator oversees all Learning Center academic support programs. These include the Writing Center, the Computer Lab and all tutoring services under the SUMMIT (Success Using Multiple Methods In Tutoring) umbrella. The Learning Center Coordinator works closely with the Dean of the LRC to plan, develop, support and implement the academic support programs within the Learning Center. Additionally, the Coordinator is responsible for Learning Center program development, outreach, implementation and assessment, including setting policy, procedures and work protocols.

This position will coordinate Sierra's summer bridge programs and work collaboratively with other divisions, departments and offices on campus to plan, develop and support these program(s). The Coordinator actively participates as a member of associated committees and workgroups, and assists as appropriate with Equity Plan projects, BSI projects and other student success projects and planning.

JOB CHARACTERISTICS

Incumbent is responsible for assistance with supervising and evaluating work performed by Learning Center classified and/or student and/or substitute support staff.

REPRESENTATIVE DUTIES

The following duties are typical for this job classification. Incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Program Development/ Evaluation/ Modification- ESSENTIAL: Provide planning, development and implementation for all Learning Center programs ; analyze and evaluate existing programs, procedures and work protocols, adding to, modifying and/or revising them, as necessary so that all programs and activities promote student success; work with the Research and Planning Office to develop research queries relating to Learning Center programs with the goal of enhancing student retention and success; perform program reviews and revisions as required. Envision, develop and implement new approaches to Learning Center programs; oversee Learning Center staff; develop outreach and marketing programs as well as procedures for access to services and facilities; Maintain currency and understanding of laws and proposed legislation pertinent to learning centers and academic support programs; serve as liaison between the Learning Center and instructional faculty; serve as liaison between the Learning Center and other student support programs. In collaboration with other Learning Center faculty, create and develop new and needed Learning Center programs based on best practices and the latest research of national learning center organizations and tutor/learning center certification organizations. Prepare and oversee the budget and statistics for the Learning Center, and submit semester reports to the LRC Dean; anticipate program needs for space, equipment, furnishings, and staff; assess needs for maintenance and repair of Learning Center facilities. Provide coordination for college-wide summer bridge programs. Work collaboratively with all college entities involved with summer bridge programs to provide administrative support and coordination. Assist with planning, scheduling and budgeting associated with these programs.



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Training/ Supervision/ Evaluation of Staff - ESSENTIAL: Partner with the Summit Faculty Coordinator and the Writing Center to establish criteria for selection of tutors, Academic Support Peers and Learning Center student assistants; partner with other Learning Center faculty to develop procedures/classes for training tutors and Academic Support Peers that ensure proper pedagogical practices; and to develop techniques and standards for the supervision of tutors, Academic Support Peers, and other Learning Center staff; assist LRC dean with employee performance evaluations; schedule and conduct staff meetings; maintain regular communications with all Learning Center staff; provide support and referrals to students with mental health or behavioral issues; document problem situations and incidents and escalate when appropriate to the LRC dean or Student Discipline Officer.

Budget Development/ Administration - ESSENTIAL: Maintain direct budget oversight of the Rocklin Campus Learning Center and related programs; analyze and interpret legislative mandates and allocations as they impact Learning Center program budgets; determine long-range budgetary requirements of the Learning Center and related programs; establish audit trail systems for Learning Center funding sources; accept accountability and responsibility for the Learning Center budget expenditures and outlays; devise and develop budgetary policies in accordance with District policies and procedures; track budgetary needs and maintain soundness of fiscal processes; monitor expenditures from Learning Center program budgets.

MINIMUM QUALIFICATIONS:

Licenses/Certifications:

ESSENTIAL: Incumbent must possess or be able to possess prior to appointment in this position and maintain a valid California Class C or higher driver's license, in order to accomplish official travel within or outside the District in District or privately owned vehicles.

Degrees/Experience:

ESSENTIAL: Incumbent must possess a Master's Degree or higher or equivalent in any discipline taught at Sierra College; or, a master's degree in education, educational psychology, or instructional psychology, library and information science or other master's degree with emphasis in adult learning theory.

DESIRABLE: National College Learning Center Association Certification; active in professional organizations and professional development opportunities related to college level academic support; experience with summer bridge programs or coordination of academic programs.

Knowledge of:

ESSENTIAL: Human resource management principles and practices; learning theory and mindsets; teaching methods and philosophies; conflict resolution techniques; budgetary practices; general software packages/applications; familiarity with academic center tracking and appointment software; technological developments in learning center operations

Ability to:

ESSENTIAL: Manage programs employing a diverse staff serving a diverse student population; work independently; maintain effective working relationships with students and staff; make oral presentations to groups; project program needs; resolve conflicts; communicate effectively orally and in writing; develop, administer, and evaluate budgets; analyze and devise audit trail systems; analyze and interpret Federal and State laws pertinent to community college learning centers and categorically-funded program criteria; utilize general software applications.



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Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function indoors in an office and/or classroom environment engaged in work of primarily a sedentary to moderately active nature, and to accomplish the following, with or without reasonable accommodation: Almost Constantly: Utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment; sit, to accomplish desk work; stand upright in order to present lectures while instructing; walk to move about office and campus environs. Frequently: Utilize vision (near and far) to read printed materials and computer screens and to observe and evaluate videotape materials. Occasionally: Kneel, bend, and stoop to access materials in files cabinets, etc.; lift (from overhead, waist, and floor level, max. 35 lbs.) and carry (max. 35 lbs.) to move boxes, books, and other materials into and out of storage areas.

Faculty Salary Schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification III, Blood borne Pathogens Exposure Control Program.