



Job Description

JOB TITLE: Tutor & Testing Center Coordinator

LAST REVISED: DECEMBER 2010

DEFINITION

Under administrative direction of an educational administrator, develop and manage the Rocklin Campus Learning Center which includes the Tutoring and Testing Centers and related computer labs; devise procedural work protocols for Instructional Assistants, Student Tutors and other staff; actively participate as a member of the Academic Foundations Committee and assist as appropriate with the Basic Skills Initiative, Trio Grant, and other student success projects.

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.

EXAMPLES OF FUNCTIONS AND TASKS

Program Development/ Evaluation/ Modification- ESSENTIAL: Provide long-range planning for District Tutor, Testing Center, and computer lab programs; analyze and evaluate existing procedures and work protocols, modifying and/or revising them, as necessary; work with the Research Department to develop research queries relating to Learning Center programs with the goal of enhancing student retention and success; assist in the development of computer and other programs and activities that promote student success; perform program reviews and revisions as required. Develop and implement new Learning Center programs, including Test Proctoring procedures and Distance Learning faculty and student support, design Learning Center information management systems, including construction and revision, as necessary, of audit trail systems; market Learning Center programs, developing procedures for access to services; maintain currency of understanding of laws and proposed legislation pertinent to Tutor and Testing Center operations; serve as liaison between the Learning Center and faculty members.

Recruitment/ Selection/ Training/ Supervision/ Evaluation of Staff - ESSENTIAL: Establish criteria for selection of Student Tutors; develop procedures/classes for training Student Tutors that ensure proper pedagogical practices; develop techniques and standards for the supervision of Student Tutors and other Learning Center staff; construct work performance evaluation processes for Student Tutors and other Learning Center staff in accordance with District policies and procedures, including evaluation of effectiveness of interpersonal communications skills; advertise available Student Tutor positions to Rocklin Campus faculty members so suitable applicants may be referred; research student populations for potential Tutor applicant pools, actively seeking diverse applicant referrals from among The Learning Center service users, current Tutors, and staff members; interview potential Student Tutors.

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.

Academic/ Student Services Support - ESSENTIAL: Establish short and long-range goals for The Learning Center including Test Proctoring, Distance Learning tutoring support services, and Research protocols in order to



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promote student success; create Student Tutor training materials reflective of current post-secondary education research; devise learning strategies and techniques which are sensitive to the diverse cultures of students at Sierra College; develop Learning Center conflict resolution protocols; maintain effective contact with District academic and student services departments; work with relevant academic and student services departments to promote student retention and success.

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 master's level discipline taught at Sierra College; or, a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

Knowledge of:

ESSENTIAL: Learning styles and strategies; conflict resolution techniques; human resource management principles and practices; budgetary practices; effective microcomputer operation, including general software packages/applications. **PERIPHERAL:** Familiarity with current Distance Learning and Testing Center pedagogical issues and technologies.

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 tutorial and testing center programs and categorically-funded program criteria; type/keyboard and/or utilize mouse to operate a microcomputer to utilize general software applications and to access host computer network utilities for email, shared software, etc. **PERIPHERAL:** Maintain currency on technological developments regarding Distance Learning faculty and student support.

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 computers 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 video-tape 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.