



## Job Description

**JOB TITLE:** Math Center Coordinator

**LAST REVISED:** OCTOBER 1997

### DEFINITION

Under administrative direction of an educational administrator, to assist District students of mathematics and Mathematics Department faculty members, coordinate and supervise Mathematics Center Instructional Assistants, Peer Tutors, Interns, and student and/or other temporary help to work in the Mathematics Center and the Learning Resources Center (LRC) Instructional Computer Center, to monitor and service microcomputer networks serving Mathematics Center and/or LRC Instructional Computer Center computerized classrooms, to work with District Computer Operations/Network Department and/or Systems and Programming Department staff members, as necessary, and to do related work, as required.

### JOB CHARACTERISTICS

Incumbent is responsible for teaching Mathematics classes and supervising classified staff members and/or student and/or other temporary help, as assigned.

### EXAMPLES OF FUNCTIONS AND TASKS

**Liaison/Coordination - ESSENTIAL:** Identify student and District needs relevant to the Mathematics Center and the LRC Instructional Computer Center; inform District students and staff of assistance available in the Mathematics Center and/or the LRC Instructional Computer Center; coordinate tutorial assistance provided to students of mathematics in the Mathematics Center and the LRC Instructional Computer Center through personal contacts and/or through computerized software modules; coordinate assistance to students of mathematics who are using specialized mathematics computer software in the LRC Instructional Computer Center; coordinate services provided by the Mathematics Center and the LRC Instructional Computer Center with other District Centers and student services; confer with other District faculty members whose students can utilize the Mathematics Center, as necessary; develop Mathematics Center and pertinent LRC Instructional Computer Center programs and services; confer with and advise other District faculty members regarding Mathematics Center and pertinent LRC Instructional Computer Center programs, services, computer software and networking, including Internet connections; attend conferences and otherwise confer with other external counterparts and contacts specializing in operation of mathematics centers in higher education.

**Instruction - ESSENTIAL:** Schedule time to regularly join with Mathematics Center Instructional Assistants, Peer Tutors, and students to ensure needs are understood and met; function as instructor of record for the LRC class used to generate full-time equivalent student (FTES) funding from student use of the Mathematics Center and the LRC Instructional Computer Center; teach Mathematics classes, as assigned; confer with students regarding problems with course work; assist in coordinating and maintaining computer software used in the Mathematics Center and LRC Instructional Computer Center; provide workshops for District students, faculty members, and other staff in use of specialized mathematics computer software modules; ensure instructional materials used in the Mathematics Center and LRC Instructional Computer Center are available for use.

**Training/ Supervision - ESSENTIAL:** Ensure that Mathematics Center Instructional Assistants and Peer Tutors are trained, supervised, and scheduled appropriately, consistent with their position descriptions and/or job assignments; ensure that Mathematics Center and LRC Instructional Computer Center Instructional Assistants and other staff are adequately trained to assist in keeping computer software and networks operating properly; ensure that Mathematics Center and LRC Instructional Computer Center mathematics modules function effectively to meet District student, faculty member, and other staff needs on an ongoing basis.



## Job Description

**Administration/ Record Keeping - ESSENTIAL:** Ensure all necessary Mathematics Center and pertinent LRC Instructional Computer Center records are maintained properly; provide reports to District management, as requested; ensure all Mathematics Center and pertinent LRC Instructional Computer Center equipment and materials, including computers, peripheral equipment, software, media, and reference materials are available, properly maintained, and replaced as necessary; ensure Mathematics Center budget(s) reflect current and projected needs and are submitted to the division dean on a timely basis; ensure needs of LRC Instructional Computer Center are communicated to the Assistant Vice-President of Information and Instructional Technologies and/or the LRC Dean and/or the Instructional Technology Committee so that computers, peripheral equipment, software, and other materials may be maintained, acquired, updated and replaced as necessary.

### MINIMUM QUALIFICATIONS

#### Degrees/Experience:

**ESSENTIAL:** Incumbent must possess a Master's Degree in Mathematics or Applied Mathematics OR a Bachelor's Degree in either of the above AND a Master's Degree in Statistics, Physics, or Mathematics Education OR the equivalent.

#### Knowledge of:

**ESSENTIAL:** Mathematics concepts and principles ranging from lower-division Mathematics through differential equations and Linear Algebra, including Geometry and Statistics; teaching practices, methods, and techniques; operation of microcomputers and scientific and graphing calculators; microcomputer applications software appropriate for Mathematics courses.

#### Ability to:

**ESSENTIAL:** Tutor and direct group activities; explain mathematical concepts and principles in a logical, sequential manner; provide students with a "hands on" learning experience in the laboratory; show sensitivity to and understanding of the diverse academic, socio-economic, cultural, and ethnic backgrounds of students; provide for the special needs of students with disabilities; form and maintain effective working relationships with students and other faculty members and staff; maintain personal integrity, honesty, reliability, and cooperation; work independently and/or collaboratively to solve problems; observe routine safety precautions for use of equipment.

#### Physical Suitability Requirements:

**ESSENTIAL:** Incumbent must be able to function indoors in a classroom/laboratory environment engaged in work of primarily a moderately active nature, and to accomplish the following, with or without reasonable accommodation: Frequently: Utilize vision (near) to read written materials and computer screens; utilize vision (far) to critique body language and other nuances of student performance; utilize hearing and speech for ordinary and telephonic conversation, to deliver lectures and respond to student questions, and to listen to student presentations; stand upright and forward flexing to deliver lectures and view student group activities classrooms and/or laboratories; walk, to move about classroom and campus environs; utilize manual and finger dexterity to write on whiteboards and/or overhead projectors and to operate microcomputers, calculators, and audio/visual and other equipment; lift (from overhead, waist, and floor levels, max. 50 lbs.) and carry (max. 50 lbs.) to move equipment and materials to and from classrooms/laboratories and in and out of storage areas; reach (from low, level, and overhead) to connect computer and audio/visual equipment and turn television monitors on and off; twist and turn head and trunk to deliver lectures and assist students with laboratory activities.

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

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification III, Bloodborne Pathogens Exposure Control Program.**