



## Job Description

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<b>Job Title:</b>	Coordinator Learning Communities	<b>Grade:</b>	K
<b>Department:</b>	Instructional Development	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Responsible for faculty development, resource development, program planning, and implementation of assessment procedures for CPCC Learning Communities.

### **Characteristics Duties and Responsibilities:**

1. Directs and oversees Faculty and Student Learning Communities.
2. Facilitates faculty development activities in support of the College's student success initiatives; including those activities related to learning communities and Core4.
3. Coordinates recruitment, registration and scheduling of student learning communities with Enrollment and Student Services.
4. Monitors, assesses and document indicators of student success as a result of participation in learning communities.
5. Markets Learning Communities to faculty and students through CPCC media channels.
6. Works with Professional Development to coordinate the Core Competencies Project for the college.
7. Provides training for Instructors, Discipline Chairs, and Division Directors on Learning Communities each academic year.
8. Works with Planning and Research to develop data base for assessment.
9. Performs other duties as assigned.



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**Reporting Relationships:**

<b>Direction Received:</b>	Reports to the Director of Special Projects
<b>Direction Given:</b>	Provides functional guidance and direction as related to the program administration

**Minimum Requirements:**

Master's Degree from a regionally accredited institution in Education or related field; one year of work experience, preferably in a community college setting

**Knowledge, Skills, Abilities, and Worker Characteristics:**

- Knowledge of instructional principles, theories and methodologies
- Knowledge of Learning Communities
- Ability to develop curriculum and course for traditional classroom and distance learning
- Excellent communication skills
- Strong organizational skills
- Ability to handle multiple tasks
- Strong computer skills
- Ability to work with individual from diverse backgrounds

**Working Conditions:**

Typical office and classroom environment