Job Description

Job Title:	Coordinator Academic Learning Center English	**Grade:**	I
Department:	Academic Learning Center	**FLSA:**	Non-Exempt

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:

Plans and coordinates learning activities to support instructional programs and provide tutorial and other academic support services to students.

Characteristic Duties and Responsibilities:

1. Assists in planning, organizing, and coordinating learning activities for the Academic Learning Center in the area(s) assigned.
2. Enforces rules and regulations to ensure a safe environment for learning.
3. Assists in coordinating part-time staff schedules, and provides functional direction to part-time staff.
4. Ensures that the work environment is clean, and that handouts, forms and supplies are available and conducts classroom visits.
5. Monitors daily activities in the area(s) assigned to ensure a smooth flow of operations.
6. Participates in providing student assessment, tutoring (individual and group), leading workshops and supplemental instructions sessions, and providing other academic support to students based on workflow and needs of the program.
7. Maintains accurate records of services provided in accordance with program, institutional and state requirements.
8. Assists in mentoring new part-time staff members.
9. Perform other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director, Academic Learning Center
Direction Given: No authority or responsibility for the supervision of others, project direction, or program administration

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised July 2013

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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in English or a closely related field

Preferred Qualifications:

Two (2) years of relevant experience

Knowledge, Skills, Abilities and Worker Characteristics:

Communication skills

Knowledge of program procedures

Knowledge of tutoring skills

Knowledge of recordkeeping requirements

Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment

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