

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A

SALARY RANGE: 86

CLASS TITLE:

LEARNING ASSISTANCE RESOURCE CENTER (LARC) SUPPORT SPECIALIST

BASIC FUNCTION:

This position is responsible for overseeing the daily operations of the Learning Assistance Resource Center, which assists students in identifying instructional support needs; training tutorial specialists, overseeing students' use of the LARC and the scheduling of facilities and classes. The Skills Lab Support Specialist facilitates the work of other staff assigned to area of responsibility and performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversees the daily operations and students' use of the LARC, schedules facilities use and classes and monitors room usage for instructors

Trains tutorial specialists in the use of materials, strategies and approaches for tutoring reading, writing, and math; facilitates the work of other staff assigned to area of responsibility

Reviews and maintains students' test scores and faculty class schedule information on a mainframe system, prepares statistical reports

Maintains and prepares complex records and files; prepares curriculum amendments and submittal for course proposal and changes

Assists in maintaining supply budget and maintaining expenditures

Provides information and interpretation in response to questions from various departments, students, faculty, and to the public

Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, operations, policies and objectives

Supervisory principles and practices

Modern office practices, procedures and equipment

Record keeping techniques

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

ABILITY TO:

Operate a variety of office equipment

Interpret, apply and explain rules, regulations, policies and procedures

Compile, organize, and analyze statistical data

Work confidentially with discretion

Plan, organize and prioritize work

Meet schedules and time lines

Work independently with little direction

Understand and follow oral and written directions

Communicate effectively, both orally and in writing

Understand scope of authority in making independent decisions

Review situations accurately and determine appropriate action according to established guidelines

Establish and maintain effective working relationships with others

Operate personal and/or mainframe computers

WORKING RELATIONSHIPS

The Skills Lab Support Specialist maintains frequent contact with faculty, staff, students, various departments and the community.

EDUCATION AND EXPERIENCE:

Associate degree and 2-4 years related experience required.

DESIRED QUALIFICATION

Experience in higher education or adult education desired.

LICENSES AND OTHER REQUIREMENTS:

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Reasonable Accommodation shall be provided as required.

POSSIBLE HAZARDS:

Extended viewing of computer monitor.