

COORDINATOR, LEARNING LABORATORY

DEFINITION

Under general supervision, oversees the day to day operations of the Learning Lab; plans, coordinates, and implements instructional support services utilizing technology based instructional programs; coordinates preparation of informational materials; provides information and assistance to students and visitors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Learning Assistance Center. Exercises no direct supervision of staff. May provide technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating all Learning Lab services and activities. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Successful performance of the work requires the knowledge of departmental and District activities and extensive student, staff, public, and organizational contact. This class is distinguished from the Coordinator, Learning Assistance and Resources Center in that the latter focuses on tutoring and support services of the LARC only. This class is further distinguished from the Director, Learning Assistance and Resources in that the latter has overall responsibility for all LARC programs, functions, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, and assists in reviewing the work of assigned staff in the Learning Lab.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Assists in overseeing hourly staff of the Learning Lab; recommends disciplinary action as needed.
- Coordinates scheduling of lab facilities, classrooms, on-line orientation for instructors staff and students within the department, and District-wide; coordinates community usage of the facility.
- Identifies students' academic support needs; facilitates one-on-one instruction; coordinates student usage of technology-based resources providing academic support in areas of reading, writing, and arithmetic; participates in developing instructional materials.
- Participates in conducting training workshops for Learning Lab Tutors, Learning Lab Assistants, and student workers.
- Develops and implements academic resource programs; monitors program effectiveness; makes recommendations for program improvement and modification based upon assessments.
- Participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports monitoring expenditures.
- Oversees Learning Lab supply orders; maintains inventories of resource materials, text books, videos, and computer hardware and software.
- Provides a high level of customer service to students, responds to inquiries over the phone or in person from students, faculty and/or the public regarding Learning Lab policies, procedures, and regulations.
- Maintains and updates departmental files and websites; enters and updates information as required.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and procedures related to planning, coordinating, and implementing academic support programming, tutoring, and technical resource support.
- Principles and practices of program administration, including budgeting, and purchasing.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Basic principles and practices of developing and designing flyers, informational pamphlets, and other documents.
- Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of students.
- Principles, practices, and techniques of providing educational programs, events, and services.
- Public relations communications, including media and marketing techniques.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Plan, oversee, coordinate, review, and evaluate assigned programs, events, and activities.
- Lead and advise student workers in organizing, planning, and prioritizing their tasks and responsibilities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Recommend and administer program and project budgets after approval.
- Make accurate business arithmetic computations.
- Compose and prepare correspondence, flyers, and other written materials independently.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college in education or a related field and three (3) years of experience working in a computer lab or academic support setting.

Licenses and Certifications:

- The incumbent may periodically be required to travel a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and student center environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.