

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: READING/WRITING LAB COORDINATOR**

#### **BASIC FUNCTION:**

Under direction of the Area Administrator or assigned supervisor, plan, coordinate, supervise and evaluate operational procedures and activities of the Reading/Writing Lab; supervise and evaluate the performance of tutors; monitor program budgets and prepare required reports; confer with program participants and implement changes as necessary. Supervise the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

Supervise the day-to-day operations and maintenance of the Reading/Writing Lab; assure availability of necessary materials and maintain an appropriate learning environment; establish and monitor lab schedules to optimize tutor availability and student participation.

Recruit, screen, select, train, assign, evaluate, discipline, promote and terminate tutors; verify employment eligibility as required by federal and State laws and check with applicant references; train and supervise work study students assigned to the Reading/Writing Lab; prepare and submit tutor payroll information to the Human Resources Office; determine tutor pay range assignment and pay adjustments.

Meet and confer with Reading and Writing Facilitators and English department faculty; establish and implement program standards, policies and procedures.

Prepare and maintain records of student lab usage; tabulate and report time of students in special programs; operate a computer to input and tabulate attendance for various reports; establish files for individual students.

Prepare and maintain the Reading/Writing Lab budget; monitor and verify expenditures; process time sheets; analyze budget and make recommendations.

Participate in the review, selection and adaptation of instructional materials for the lab.

Evaluate tutorial program on a periodic basis; solicit feedback, recommendations and evaluations from faculty members relevant to the program and tutors; propose and implement changes to the program as needed.

Meet and confer with the Head Tutors and students to resolve specific problems; determine appropriate writing tutor and schedule tutoring time; orient new tutors concerning policies and procedures.

Communicate with a variety of District personnel financial aid, Extended Opportunity Programs & Services, Disabled Students Programs & Services, and others to provide information concerning lab activities and services available; compose correspondence;

receive requests for special reports and modify existing computer program to tabulate needed results; receive and respond to survey requests from other educational institutions.

Operate, demonstrate and assure proper operation of lab equipment including computer and printers, tape players, copier and calculator.

Train and provide work direction and guidance to assigned staff and student assistants. Monitor work methods and progress; assign and review work and participate in the selection of new personnel as assigned.

Schedule and conduct lab tours and travel to other locations to evaluate lab operations.

Assist Library personnel as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Philosophy and objectives of tutorial services.

Principles of human relations and behavior.

Effective instructional methods used to assist students in developing reading and writing skills.

Operation of computer terminals and applicable software packages including word processing, spreadsheet and data base management programs.

Community college curriculum and the types of educational activities and techniques used in various classes.

Correct oral and written usage of English and a designated second language.

Budget preparation and control.

Interviewing techniques used to elicit information concerning student needs and academic problems.

Principles and practices of training and supervision.

Recordkeeping techniques.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, coordinate, supervise and evaluate operational procedures and activities of the Reading/Writing Lab program.

Communicate effectively with students, faculty and staff.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Operate a computer to maintain records and generate reports.

Learn department and program objectives and goals.

Communicate effectively orally and in writing in both English and Spanish.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, interpret, apply and explain rules, regulations, policies and procedures.

**ABILITY TO:** (continued)

Plan and organize work.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of college-level training in social science, education or related field and two years of experience relating to students in an educational environment.

**WORKING CONDITIONS:** Duties are primarily performed in an indoor instructional learning laboratory environment.

**PHYSICAL DEMANDS:** Duties require the physical ability to see clearly to assist students or operate equipment, speak clearly and distinctly to provide information, hear and understand voices, stand and walk or sit for long periods of time, use hands and fingers to operate equipment, reach with hands and arms, lift, carry and move instructional materials weighing up to 25 pounds.