



Position Description

Position: Learning Center Programs Supervisor	Position Number: 488301
Department: Learning Center	FLSA: Exempt
Reports to: Dean of Language Arts	Salary Range: 13

Summary

Under the general direction of the dean of language arts, the position of the learning center programs supervisor plans, administers, and provides instructional support services for the college. Directs work of support and other full-time staff as needed. Responsible for offering a comprehensive instructional and distance educational support, testing and assessment program which is integrated into the academic divisions, community education, and enrollment management functions.

Essential Duties and Responsibilities

- Supervise the administrative functions of the Learning Center instructional support labs which currently include: tutorial services, open computer lab, scheduled computer lab, language lab.
- Provide leadership for the planning, organizing, coordinating, and implementing of the learning assistance program of the District.
- Perform professional work involving independent judgment in the interpretation and application of policy and procedures requiring tact and good communication skills.
- Facilitate utilization of the Learning Center programs by the students.
- Maintain efficiency and effectiveness of program; monitors and projects spending.
- Recommend and implement changes that will improve instructional support for students served by Learning Center services each year, and for the District and its programs.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan, coordinate, supervise and schedule Learning Center activities.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of educational software, curriculum design and educational innovation.
- Knowledge of learning styles and study skills across all subject areas.
- Knowledge of assessment techniques and national testing procedures.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.



Position Description

- Coach and manage assigned staff.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of a master's degree in any discipline offered by the college; advanced study of adult learning theory; at least three years experience in educational supervision, and five years teaching in a higher education environment.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.